

UNCLASSIFIED

AD NUMBER

AD216118

LIMITATION CHANGES

TO:

Approved for public release; distribution is unlimited.

FROM:

Distribution authorized to U.S. Gov't. agencies and their contractors;
Administrative/Operational Use; APR 1959. Other requests shall be referred to Office of the Chief of Research and Development, Department of the Army, Washington, DC.

AUTHORITY

HUMRRO ltr, Mar 1968

THIS PAGE IS UNCLASSIFIED

UNCLASSIFIED
AD

216118

Armed Services Technical Information Agency

ARLINGTON HALL STATION; ARLINGTON 12 VIRGINIA

UNCLASSIFIED

AD-216118

FILE COPY

Return to

ASTIA

ARLINGTON HALL STATION

ARLINGTON 12, VIRGINIA

Attn: TISS

**THE DEVELOPMENT OF JOB DESCRIPTIONS
FOR NIKE AJAX BATTERY OFFICERS**

by

*Charles L. Darby, William F. Brown,
Charles D. Smith, and Walter J. Fightmaster*

Approved:

Joseph C. Hammock
JOSEPH C. HAMMOCK
Director of Research
U.S. Army Air Defense Human Research Unit
Fort Bliss, Texas

Frank J. F. Polifka
FRANK J. F. POLIFKA
Lt Col, Arty, Unit Chief
U.S. Army Air Defense Human Research Unit
Fort Bliss, Texas

Meredith P. Crawford
MEREDITH P. CRAWFORD
Director
Human Resources Research Office

The George Washington University
HUMAN RESOURCES RESEARCH OFFICE
operating under contract with
THE DEPARTMENT OF THE ARMY

Technical Report 54
April 1959



Copy 194
Task SAMOFF 1

The contents of HumRRO publications, including the conclusions and recommendations, should not be considered as having official Department of the Army approval, either expressed or implied.

Published
April 1959

by

The George Washington University
HUMAN RESOURCES RESEARCH OFFICE
Post Office Box 3596
Washington 7, D.C.

Distributed under the authority of the
Chief of Research and Development
Department of the Army
Washington 25, D.C.

SUMMARY AND RECOMMENDATIONS

PROBLEM

The purposes of this study were to develop composite job descriptions for each of the four officer positions in a permanent U.S. Army Air Defense Command (USARADCOM) NIKE AJAX battery, and to acquire information with which to judge the training needs associated with selected activities included in each duty position.

BACKGROUND

The U.S. Continental Army Command directed, in June 1956, that a committee composed of representatives of the U.S. Army Air Defense Command (formerly Army Antiaircraft Command) and the U.S. Army Air Defense School (formerly AAA&GM School) be established to review the school's surface-to-air missile (SAM) courses. This action was taken because of concern regarding the quality of graduates of NIKE AJAX courses, particularly those for battery officers.

The committee members found that they did not agree on some basic concepts underlying the school's program of instruction, especially with regard to the subject-matter content and training procedures in the SAM Officer Basic Course. The committee recommended that research be conducted by the Human Resources Research Office to determine the level of skill and knowledge required of battery officers, in order to provide the Air Defense School with a basis for scientific development of courses which will train these officers to perform with maximum effectiveness after assignment to NIKE AJAX batteries.¹ The Air Defense School and USCONARC concurred in the recommendation.

Preliminary inquiry indicated that a major hindrance to the effectiveness of school courses for battery officers appeared to be the lack of explicit job requirements upon which to base training programs. The relative absence of objective and systematic information about what such officers actually do reflects the relative newness and complexity of the guided missile field.

METHOD

The development of optimally effective school courses is dependent, in part, upon (1) clarifying ambiguities and uncertainties about the duties performed by these officers, and (2) specifying the importance, for training, of these various duties. The first of these objectives was approached through the development of detailed job descriptions, and the second by having experienced NIKE AJAX officers judge the training need associated with the activities in which they engage.

Development of Job Descriptions

Initially, provisional job descriptions for the specific duties performed by NIKE AJAX officers were developed through observation and interview of on-site officers,

¹ARAACOM and AAA&GM School, "Revisions of SAM School Courses," AKB SDA-2-337, AAA&GM School, Fort Bliss, Tex., 23 Oct 56.

SUMMARY AND RECOMMENDATIONS

attendance in a special Air Defense School NIKE AJAX orientation program, and a survey of related Army field manuals and technical publications.

The provisional descriptions were then checked for accuracy of content and adequacy of coverage, through intensive interviews with all officers from 12 NIKE AJAX batteries. From the data obtained in these interviews, the provisional listings were modified. To assure conformance with the latest directives, the listings were submitted to the Air Defense School and 1st Guided Missile Brigade for comment, and recommended changes were incorporated in the final job descriptions. These described as completely as possible the activities performed by each battery officer in executing his job.

Development and Administration of the Training-Need Check List

From these job descriptions, training-need check lists were developed and group-administered to all available battery officers from 72 NIKE AJAX batteries. Each officer judged selected activities of his job in terms of (1) their importance for battery operation, (2) the proficiency required of the officer in performing the activity, and (3) the degree of priority which the Air Defense School should assign the activity in designing officer training programs. The judgments for each question were made on a three-point scale—high, moderate, and low, with each point carefully defined.

FINDINGS

Job Descriptions

The final job descriptions developed in this study cover the NIKE AJAX battery officer positions: Battery Commander, Battery Executive Officer, Integrated Fire Control Platoon Leader, and Launcher Platoon Leader. Each job description lists the activities requisite to performance of job duties and is written in outline sequence from the general activity to the specific details of each duty performed (see Appendices A, B, C, and D).

Training-Need Check Lists

The rank order of each job activity in terms of training need was determined from the responses of the experienced battery officers. On the basis of these rankings, a single "training-need" score was computed for each activity through the addition by statistical means of the three separate judgment scores.

The activities judged to be most important for all four officer positions were serving as battery control officer, insuring equipment readiness, and training and evaluating operators.

RECOMMENDATIONS AND IMPLICATIONS

(1) It is recommended that the job requirements developed in this study be used as a basis for developing detailed training objectives for the Air Defense School officer courses. As a motivational aid, students upon entering the course should be given copies of the training objectives.

SUMMARY AND RECOMMENDATIONS

(2) It is recommended that graduates of the Officer Basic Course be given full information on the job requirements, to better prepare them to profit from their school and job experiences.

(3) When modifications in courses are considered necessary, training authorities may profitably utilize the job analysis-questionnaire approach in establishing training objectives.

Further study is needed on the in-school and on-site training sequence for air defense officers. Use of proficiency tests would provide a basis for analyzing the effect of the present training programs and of experience in the field, with a view toward improving in-school and on-site training programs.

CONTENTS

	Page
Summary and Recommendations	iii
Problem	iii
Background	iii
Method	iii
Findings	iv
Recommendations and Implications	iv
 Description of the Research	
Problem	3
Research Objectives	3
Importance of Job Requirements Information	3
Subtask SAMOFF I	4
Method	4
Delineation of Job Duties	4
Provisional Job Descriptions (Phase 1)	4
Final Job Descriptions (Phase 2)	7
Training-Need Check List	8
Development of Check List	8
Administration	8
Results	9
Job Descriptions	9
Training-Need Check Lists	9
 Appendices	
A Job Requirements of the NIKE AJAX Battery Commander (USARADCOM Permanent Site)	15
B Job Requirements of the NIKE AJAX Battery Executive Officer (USARADCOM Permanent Site)	29
C Job Requirements of the NIKE AJAX Integrated Fire Control Platoon Leader (USARADCOM Permanent Site)	44
D Job Requirements of the NIKE AJAX Launcher Platoon Leader (USARADCOM Permanent Site)	57
E Job Description Answer Booklet	68

Appendices

Page

F	NIKE AJAX Battery Officer Job Descriptions Glossary: Definitions, Use, and Connotations of Lead Verbs for Use With Job Description Answer Booklet	73
---	----------------------------------------------------------------------------------------------------------------------------------------------------------------------	----

Tables

1	Number of Persons Sampled, by Duty Assignment .	5
2	Number of Units Sampled	5
3	Correlations Between Mean Responses on Training-Need Check Lists	10

Figure

1	Geographical Distribution of Batteries Sampled . . .	6
---	------------------------------------------------------	---

**DESCRIPTION
OF THE RESEARCH**

**THE DEVELOPMENT OF JOB DESCRIPTIONS
FOR NIKE AJAX BATTERY OFFICERS**

PROBLEM

Research Objectives

An Ad Hoc Committee meeting at Fort Bliss in the summer and fall of 1956 to review surface-to-air missile courses recommended that the Human Resources Research Office conduct a study to determine the level of skill and knowledge required of NIKE AJAX battery officers, in order to enable the Air Defense School to develop courses of instruction designed to train these officers for optimum performance of their duties after assignment to batteries.

In accordance with the requirement stated in the recommendations of the Ad Hoc Committee, the U.S. Army Air Defense Human Research Unit has undertaken research designed to furnish the Army with the desired information. To accomplish this objective, a research project entitled Task SAMOFF has been set up in six stages: (1) determination of job duties, (2) delineation of training requirements, (3) development of proficiency criteria, (4) analysis of training procedures, (5) revision of training program, and (6) evaluation of training program revisions.

The procedures and results presented in this report represent the completion of the first stage of this research and the beginning of the second stage.

Importance of Job Requirements Information

The operational efficiency of any man-machine system, such as the surface-to-air missile battery, is directly limited by the effectiveness of the human element responsible for the maintenance and operation of the system. The efficiency with which the operation and maintenance functions are performed is, in turn, greatly influenced by the role of the battery officers and their proficiency in these roles.

At present, battery officers need extensive on-site experience before becoming effective in battery operation. In interviews conducted at NIKE AJAX sites, both battery commanders and platoon leaders stated that the amount of job experience required by the new battery officer is excessive; consequently, they expressed dissatisfaction with the preparation provided by the present Air Defense School curriculum for battery officers. It appears that a major factor detracting from the effectiveness of school courses for battery officers is lack of consensus among present concepts of the job duties, and consequent absence of objective and comprehensive job descriptions upon which to base battery officer training programs.

The absence of reliable and valid information about what such officers actually do is probably a consequence of the relative newness and the complexity of the guided missile field. Whatever the reason, optimally effective school courses cannot be developed until ambiguities as to the duties performed by these officers are clarified and information with which to judge training needs for selected job activities is obtained.

Subtask SAMOFF I

Specifically, this study had two objectives:

(1) To analyze and describe the job requirements of battery officers assigned to permanent U.S. Army Air Defense Command NIKE AJAX sites. The four officer positions were the Battery Commander, Battery Executive Officer, Launcher Platoon Leader, and Fire Control Platoon Leader (all of whom have MOS 1180).

(2) To develop information about the relative importance of selected job duties for each officer position, in terms of need for training.

To achieve the first objective, separate job descriptions were developed for each officer position in a NIKE AJAX battery. These descriptions are composites of the experiences of many officers at a large number of NIKE AJAX sites and do not describe the job of any single officer.

To meet the second objective, the researchers assembled information which made it possible to rank selected activities of each officer job in terms of their relative importance, the officer proficiency required for their performance, and the training priority which they should be accorded. These rankings were combined in a single "training-need" score for each activity.

The research thus provides a basis for (1) evaluating the effectiveness of existing training programs, and (2) delineating specific subject matter areas warranting attention from training authorities. In addition, this research provides a basis for the construction of proficiency measures for officers assigned to operational surface-to-air missile batteries. The development of the job descriptions is, therefore, the first step in constructing an optimally effective training program for SAM battery officer personnel.

METHOD

Delineation of Job Duties

Provisional Job Descriptions (Phase 1)

Data were obtained from personnel assigned to USARADCOM continental NIKE AJAX sites; the job requirements therefore describe the job as performed on such permanent sites only. The composition of the research samples for the job description development and

training-needs check-list administration is reported by duty assignment of persons sampled, by units sampled, and by geographical areas sampled, respectively, in Tables 1 and 2, and in Figure 1.

Table 1
NUMBER OF PERSONS SAMPLED, BY DUTY ASSIGNMENT

Duty Assignment	Delineation of Job Duties		Training-Need Check List	Total
	Phase 1	Phase 2		
Battery Commander	12	12	58	82
Battery Executive Officer	--	12	44	56
First Sergeant	--	12	--	12
IFC Platoon Leader	12	12	49	73
Fire Control Assistant	--	12	--	12
IFC Platoon Sergeant	--	12	--	12
Launcher Platoon Leader	12	12	49	73
Missile Materiel Assistant	--	12	--	12
Launcher Platoon Sergeant	--	12	--	12
Total	36	108	200	344

Table 2
NUMBER OF UNITS SAMPLED

Type of Unit	Delineation of Job Duties		Training-Need Check List	Total
	Phase 1	Phase 2		
Battalions	4	10	18	32
Batteries	12	12	72	96

During the first phase of the job description development, the following procedures were utilized to obtain data and to familiarize the researchers with on-site operations and officer roles:

- (1) Researchers observed battery officers on their jobs and took detailed notes of the activities which they performed.
- (2) Additional information about officer jobs was gained through recorded interviews with battery officers.
- (3) The researchers attended a brief familiarization program on the NIKE AJAX, developed at their request by the Air Defense School.

GEOGRAPHICAL DISTRIBUTION OF BATTERIES SAMPLED



Figure 1

- (4) To augment the above information and experience, the researchers made a thorough survey of Army literature pertaining to the NIKE AJAX system and, in addition, obtained assistance from NIKE AJAX specialists assigned to the U.S. Army Air Defense Center.

After this preliminary work, the researchers visited additional USARADCOM batteries to interview and observe battery officers and their principal subordinates. The detailed notes taken during these activities served as the basis for the first provisional description of the NIKE AJAX battery officer jobs. To assist in developing these job descriptions, an experienced NIKE AJAX officer was attached to the Air Defense Human Research Unit as technical advisor. Further checks on the accuracy of the descriptions were obtained through visits to Red Canyon Range Camp and interviews with officers taking part in Annual Service Practice.

At this point, the format to be used in the final version of the job descriptions was introduced and the job activities were listed in sequence from general to specific within each duty group. These levels of specificity and their definitions appear in the following order:

- I. Duty: A group of closely related tasks that constitutes one major part of an individual's primary assignment.

A. Task: A group of closely related work elements that constitutes an integral step in the performance of a given duty.

1. Element: One of the series of specific work steps or single actions that must be taken in order to complete a task.

a. Detail: A specific step or a single action required for the performance of an element.

(1) Subdetail: A portion of a specific step or a single action.

This phase was completed with the development of a provisional listing of activities of the four NIKE AJAX battery officer jobs. Twelve batteries from four battalions had been visited and a total of 36 officers interviewed, exclusive of the assistance obtained at the Air Defense Center and Red Canyon Range Camp.

Final Job Descriptions (Phase 2)

The accuracy and completeness of the provisional job descriptions were then checked through interviews with appropriate personnel assigned to 12 NIKE AJAX batteries randomly selected from the air defenses of New York, Chicago, and San Francisco.

The composition and distribution of these samples is indicated in Tables 1 and 2 and Figure 1. This sampling procedure was used to enable the researchers to take into account such regional, or other, variations in operation or procedure as were reflected in the nature of the officer jobs.

The focused interview technique was selected as the most useful approach for this phase, because it has the following characteristics: (1) The person interviewed is known to have had a specific kind of experience; (2) the hypothetically significant elements of the situation have been specified in advance; (3) the interviewer develops and follows an interview guide; (4) the interview is focused on the experience of the person interviewed.

Individual three-hour interviews were held with each officer and his immediate superiors and subordinates. The focus of each interview was a review of the correctness and completeness of the list of job activities for each of the four battery officers. Each man interviewed was requested to read the provisional listing of job requirements and to edit it carefully for accuracy of content and adequacy of coverage. The detailed records kept of recommended deletions, additions, and modifications provided a basis for the subsequent revision of each job description.

To assure conformance with latest directives and circumstances, the job descriptions were submitted to the Air Defense School and the 1st Guided Missile Brigade, and recommended changes were incorporated.

The final version of the job descriptions was then prepared. The descriptions for the four officers are reproduced in Appendices A, B, C, and D.

Training-Need Check List

Development of Check List

After the four job descriptions were completed, the next step was to obtain information about the training needs associated with selected job activities. This was accomplished through the use of a questionnaire or check list.

Each officer respondent was given a copy of the job description covering his job, in which certain activities had been numbered.¹ These numbered items represented critical activities selected by the researchers for evaluation by the officer, since he would not have time to evaluate all the detailed activities of his job. Along with the job description, the officer was given a Job Description Answer Booklet² which had answer blocks numbered to correspond to the numbers on the critical items.

The officer was asked to give certain background information in the answer booklet and, in the spaces provided, to make three judgments about each of the numbered activities in the description of his job. These judgments were:

- (1) What degree of importance would you normally assign to the activity in contributing to effective battery operation?
- (2) What degree of proficiency do you feel is normally required of the officer for satisfactory performance of the activity?
- (3) What degree of priority would you normally assign to the activity in planning the subject-matter content for the appropriate course taught by the U.S. Army Air Defense School?

The responses to each of these questions were made on a three-point scale (high, moderate, and low) with an explicit definition given for each point.

Administration

The check lists were administered to all available officers assigned to 72 NIKE AJAX batteries comprising 18 of the USARADCOM missile battalions defending 10 American cities. While in theory this should have yielded 72 officers for each position under study, the number was reduced as a result of authorized absence from duty, and shortages in the officer complement. Only those questionnaires completed by officers having at least three months of on-site experience were used in the analysis. Thus, there were 58 completed questionnaires available

¹These numbers are included in the job descriptions in Appendices A-D.

²See Appendix E.

for the Battery Commander position, 44 for Battery Executive Officer, 49 for Integrated Fire Control Platoon Leader, and 49 for Launcher Platoon Leader.

The check lists were administered to the officers in groups of four, with officers filling a given position reporting at the same time to a central testing location. Before they began work on the check list, the officers were given a 10-minute briefing which was intended to motivate them to take a sincere interest in the research effort.

Two researchers were present during the administration of the check list to assist the respondents and to answer any question.

To achieve as much uniformity as possible in the interpretations of the statements included in the job descriptions, each officer was furnished with a glossary¹ of the lead verbs used in the descriptions of the various activities.

RESULTS

Job Descriptions

The first objective of this subtask was achieved with the development of the composite job description for each of the four officer positions in a NIKE AJAX battery--Battery Commander, Battery Executive Officer, Integrated Fire Control Platoon Leader, and Launcher Platoon Leader.² As described in the section on method, the activities were presented in outline form and, within a given duty, were listed from the more general activity to the more specific. A typical illustration from the Battery Commander Job Description is:

- I. Duty: The battery commander is responsible for the operational readiness of his battery.
- A. Task: Makes a proper tactical deployment of the fire unit.
- 1. Element: Plans and executes march order.
- a. Detail: Coordinates the planning of both platoons for movement.
- (1) Subdetail: (For this particular duty, the sub-detail level was unnecessary.)

Training-Need Check Lists

Responses of the experienced battery officers provided the data for rank ordering the job activities on a training-need continuum. For each check list, a frequency count was made of the number of high, moderate, and low responses received by each activity on each of the three questions. By assigning weights of 3, 2, and 1, respectively to the high, moderate, and low responses, a weighted score was computed. For each

¹See Appendix F.

²Appendices A-D.

question, the weighted score for each activity was obtained by multiplying the number of responses received for each choice point by the appropriate weight and then dividing the resulting total by the number of respondents.¹ The weighted scores thus obtained were then rank ordered from high to low and the appropriate rank was assigned to each activity.²

For purposes of ready reference, a single "training-need" score was computed for each activity. Since this procedure required addition of the three judgment scores for each activity, it was first necessary to determine whether the three categories were sufficiently related to permit summation. Rank-order coefficients of correlation were computed for each pair of categories (these correlations are presented in Table 3).

Table 3
CORRELATIONS BETWEEN MEAN RESPONSES
ON TRAINING-NEED CHECK LISTS*

	Importance Level	Proficiency Level	Training Priority Level
Battery Commander			
Importance Level	--	.85	.73
Proficiency Level	.85	--	.92
Training Priority Level	.73	.92	--
Battery Executive			
Importance Level	--	.91	.82
Proficiency Level	.91	--	.92
Training Priority Level	.82	.92	--
IFC Platoon Leader			
Importance Level	--	.80	.69
Proficiency Level	.80	--	.91
Training Priority Level	.69	.91	--
Launcher Platoon Leader			
Importance Level	--	.81	.66
Proficiency Level	.81	--	.91
Training Priority Level	.66	.91	--

*Correlation coefficients were calculated by computing the mean response to each question for each activity and correlating pairs of mean responses.

¹For example, an activity being evaluated by 49 officers and receiving 30 high, 15 moderate, and 4 low ratings would have a weighted score of 2.53: $[(30 \times 3) + (15 \times 2) + (4 \times 1)] \div 49 = 124 \div 49 = 2.53$.

²Tables of the weighted scores and ranks for each activity and judgment category will be included in "Weighted Scores, Ranks, and C-Scale Scores for Evaluated Activities of Job Descriptions of NIKE AJAX Battery Officers," a Research Memorandum now in preparation. Requests should be sent to the U.S. Army Air Defense Human Research Unit.

The size of the correlations indicated that the three questions were sufficiently closely related to warrant addition.

In order to obtain the final "training-need" score, each of the three distributions was converted to a common scale by the statistical technique of "C-scaling." In this procedure, each activity is assigned a score of from zero to 10 depending on its rank, the highest rank being given a score of 10. The scores for each activity were added and an average C-scale score computed.¹

The activities judged to be most important in all four officer positions were those of serving as battery control officer, insuring the operational readiness of the equipment, and training and evaluating operators. The various aspects of these activities received composite ratings of eight or above.

Comparative rating of each activity according to training need has been indicated in the job descriptions in Appendices A-D. The numbered activities are shown as being in the upper, middle, or lower third according to their rank by composite training-need scores.

¹Tables of these scores will also be included in the Research Memorandum now in preparation.

Appendix A

JOB REQUIREMENTS OF THE NIKE AJAX BATTERY COMMANDER (USARADCOM Permanent Site)

Rank-Order by Composite Training-Need Scores:

- *** Activity evaluated in upper third
- ** Activity evaluated in middle third
- * Activity evaluated in lower third

Activity No.
and
Rating

Job Description

- I. The battery commander is responsible for the proper control and utilization of all personnel and equipment belonging to the unit.
- 1** A. Supervises all administrative activities carried on in the battery.
- 2** 1. Insures that all required reports are prepared and certified.
- 3* a. Authenticates all entries in the Unit Punishment Book.
- 4* b. Acts as custodian of the Unit Fund and as President of the United Fund Council.
- 5* c. Delegates to the 1st sergeant the duty of preparing and submitting routine reports, such as the following:
 - TOE and Information Roster
 - Gunnery Qualification Roster
 - Cadre A and B Rosters
 - Telephone Use Report
 - Morning Report
 - Duty Roster
 - Sick Slip
 - Other routine administrative, operational, and logistical reports as required
- 6* d. Delegates to the 1st sergeant or appropriate individual the duty of preparing and submitting special reports on a one-time basis, such as the following:
 - School applications
 - Security clearance applications
 - Current listing of school-trained men
 - Charge sheets for AWOL or other offenses
 - Specific safety precautions being taken in a designated area
 - Current listing of men holding a particular Military Occupational Specialty (MOS)
 - Other special administrative, operational, and logistical reports as required

Activity No. and Rating	Job Description
7*	2. Acts to insure that military letters, endorsements, and disposition forms are prepared according to appropriate regulations.
8*	a. Delegates to the 1st sergeant the duty of preparing and submitting routine military correspondence.
9*	b. Checks and signs all battery correspondence requiring his personal signature.
10*	c. Delegates to the executive officer the duty of checking and signing other battery correspondence.
11*	3. Delegates to the 1st sergeant the duty of preparing and maintaining the following record files and charts in accordance with current Army Regulations and Directives: Manning Tables File of routine reports Cross Training Charts Battery correspondence file Monthly Pass and Leave Charts Unit Training Progress Charts Transitory file of special one-time reports
12*	4. Delegates to the 1st sergeant the duty of setting up and checking the activities of details, such as the following: Kitchen police Housekeeping details Other battery details as required
13***	5. Consults with officers and noncommissioned officers concerning utilization of battery personnel and equipment.
14**	a. Conducts battery officer call.
15*	b. Monitors discussions at noncommissioned officer call.
16**	c. Monitors critique of team, platoon, and section operational performance.
17**	B. Supervises the procurement, storage, preparation, serving, and conservation of food as well as accounting therefor.
18*	1. Delegates to the battery mess officer the duty of overseeing the operation of the battery mess.
19*	2. Supervises through the mess officer the maintenance of proper mess records reflecting the procurement, preparation, and conservation of food. a. Sees that the Ration Request, Ration Record, Cash Collection Sheet, and Cook's Work Sheet are properly prepared and maintained. b. Insures that other required mess records are properly prepared and maintained.

Activity No. and Rating	Job Description
20**	<ul style="list-style-type: none"> 3. Insures that proper conservation and sanitation measures are followed in the procurement, storage, preparation, serving, and consumption of food. <ul style="list-style-type: none"> a. Checks the application of the principles of conservation inherent in the Army food program. b. Sees that organization sanitation and health checks covered by current directives are made. 4. Conducts mess inspections.
21*	a. Makes spot checks of battery mess operations.
22*	<ul style="list-style-type: none"> b. Utilizes the reports of the food advisor and other food service personnel in inspecting all phases of mess operations including: procurement, storage, preparation, serving, consumption, and conservation of food; sanitation; mess personnel, mess hall, and kitchen. C. Maintains liaison with military, governmental, and local civic organizations.
23**	<ul style="list-style-type: none"> 1. Insures that close contact is kept with adjacent military units and higher headquarters. <ul style="list-style-type: none"> a. Utilizes the services of the chaplain.
24*	<ul style="list-style-type: none"> (1) Checks to see that battery personnel have the opportunity to consult with the chaplain. (2) Sees to it that all members of the command are notified of the specific times when the chaplain's services are available to members of the command.
25**	b. Reads current organizational correspondence.
26*	c. Makes personal contact with adjacent units and higher headquarters.
27*	d. Participates in organizational officers' calls and briefings.
28*	e. Investigates and reports unusual incidents to higher headquarters.
29**	<ul style="list-style-type: none"> 2. Insures that close contact is kept with local governmental groups. <ul style="list-style-type: none"> a. Checks to see that a cooperative and friendly atmosphere is created and maintained with the mayor and council of the surrounding community.
30*	<ul style="list-style-type: none"> b. Insures cooperative action in dealings with the police department. c. Briefs the fire department on the battery fire plan and the possibilities of fire incidents in the battery area.
31*	d. Develops with the fire department a cooperative fire fighting plan to be followed when necessary.
32**	<ul style="list-style-type: none"> 3. Creates cordial and cooperative relations with local organizations.

Activity No. and Rating	Job Description
33*	a. Contacts and meets members of local civic organizations.
34*	b. Plans with local organizations the on-site parties and other recreational activities sponsored by those organizations.
35*	c. Keeps informed as to the current programs of local civic organizations.
36*	d. Keeps close contact with the local Red Cross unit. (1) Meets local Red Cross representatives. (2) Keeps abreast of local Red Cross operations and activities. (3) Presents and discusses personal problems of members of the command with Red Cross representatives.
37**	e. Explains to local citizens the mission of the unit and the reasons for its establishment in the area.
38*	f. Utilizes fully local churches and church activities to help the spiritual life of members of the command.
39*	g. Conducts "open house" activities designed to promote good will between local communities and the Army.
40*	h. Organizes and conducts local military parades and ceremonies.
41*	4. Meets the parents of men stationed near home.
42**	D. Supervises all battery area facilities and their repair. 1. Utilizes facilities and services available. a. Checks with engineers directly or through appropriate command channels to see that all available housing is provided on site. b. Sees that the engineers directly or higher headquarters are kept informed as to the current housekeeping requirements of the battery.
43*	2. Oversees battery area repairs and maintenance.
44*	a. Spot checks current status of general repairs and maintenance of: Buildings Roads Walkways Hardstand Other permanently installed post and station property
45*	b. Inspects current repair and maintenance activities being carried out in the battery area by outside personnel.
46*	c. Inspects to insure that maintenance requirements for sewage, water, and electric systems are being met.

Activity No.
and
Rating

Job Description

d. Applies the provisions of the engineer field manual where appropriate.

47* 3. Makes recommendations concerning local contracts for building and repair requirements.

48** 4. Sees that sanitation and health requirements for battery and small post operations are carried out.
a. Spot checks those sanitation and health measures which were initiated and inspected by the battalion medical officer and the battery aid man.
b. Sees to it that information concerning sanitation and health measures to be taken is disseminated to battery personnel.
c. Applies the provisions of the sanitation field manual and allied literature where appropriate.

II. The battery commander is responsible for training and leading personnel so that maximum effort will be expended by the command in carrying out its mission.

A. Acts to maintain a high state of discipline of the battery.

1. Checks the military deportment and discipline of the battery.

49*** a. Delegates to the battery officers and noncommissioned officers the duty of checking military deportment of battery personnel.

50*** b. Observes military deportment of personnel during inspections, drills, and off-duty activities.

51*** 2. Recommends the type of disciplinary action to be taken when it involves an officer or enlisted member of the command.

52*** 3. Follows the steps of the Universal Code of Military Justice in the application of Article 15 of the code.

4. Serves on courts-martial in the following capacities when qualified:

A summary court officer
Member of a General Court
Member of a Special Court
Trial Counsel
Defense Counsel

53*** 5. Utilizes board action in the elimination of men unfit for the service.

a. Initiates board action.

b. Sees that appropriate background information is collected.

c. Testifies at board hearings.

d. Insures that the action taken is thoroughly understood by the individual concerned.

Activity No.
and
Rating

Job Description

B. Acts to maintain individual morale and unit esprit de corps at the highest possible level.

- | | | |
|-------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 54*** | | 1. Makes or recommends promotions in a fair and expeditious manner. |
| | | a. Accepts recommendations as to promotions from officers and noncommissioned officers. |
| | | b. Delegates to the 1st sergeant the duty of seeing that promotion papers are quickly processed. |
| 55** | | 2. Keeps the men informed concerning unit and related activities. |
| 56* | | a. Delegates to the 1st sergeant the duty of maintaining the battery bulletin board. |
| 57* | | b. Delegates to the 1st sergeant the duty of seeing that appropriate announcements are made promptly at formations. |
| 58* | | c. Delegates to the executive officer the duty of making distribution of pertinent information to officers and key noncommissioned officers. |
| 59* | | 3. Delegates to the information and education (I&E) officer the duty of stressing the importance of the Army educational program, Army school system, and other educational opportunities open to the men in the unit. |
| | | 4. Acts as custodian of the men's welfare. |
| 60** | | a. Sees that troops are comfortably housed. |
| | | b. Checks the troops' current opinion of the battery mess. |
| 61** | | c. Insures that passes, leaves, and compensatory time off are handled in a fair and expeditious manner. |
| 62* | | d. Formulates plans for improving the convenience and attractiveness of living quarters occupied by unit personnel and takes action to see that these plans are carried out. |
| 63* | | e. Delegates to the mess officer the duty of seeing that the mess hall is kept attractive. |
| 64** | | f. Acts as a counselor whenever the conditions warrant. |
| 65** | | g. Utilizes outside assistance such as the Red Cross, chaplain, and legal assistance officer in helping men solve personal problems. |
| 66** | | 5. Sees that off-duty activities, such as the following, are provided: |
| | | Athletics |
| | | Hobby shop |
| | | Movies |
| | | Contests |
| | | Parties |
| | | Day room |
| | | Other amusements |

Activity No. and Rating	Job Description
67*	6. Delegates to the executive officer the duty of organizing and directing the character guidance activities.
	C. Acts to maintain a continuous effort directed toward improvement of the individual, team, and unit proficiency in the utilization of essential skills in the accomplishment of the mission.
68***	1. Insures that each new member of the battery is properly oriented, assigned, and trained.
69***	a. Orients each new member as to the mission of the battery, its general characteristics of operation, and what role the individual himself is expected to play in its future operation.
70**	b. Assigns the new member to his primary duty.
71***	c. Delegates to the appropriate officer the duty of devising and directing the individual on-the-job training programs.
72***	d. Assigns each new enlisted member of the battery those duties he is best able to perform or those duties designed to give him additional experience.
	2. Assigns each officer of the battery those duties which he is best able to perform or those duties designed to give him additional experience.
73***	a. Assigns individual officers to primary and secondary duties.
74***	b. Outlines areas of individual officer's responsibility and instructs him as necessary in the performance of duties lying in these areas.
75***	(1) Insures that all officers can perform the duty of battery control officer.
76***	(2) Insures that all officers can adequately perform those duties normally assigned the battery duty officer.
77***	c. Checks the individual officer's performance of duties.
78***	d. Prepares and certifies officer efficiency reports as required.
79**	3. Delegates to the executive officer the duty of organizing and checking the carrying out of appropriate programs of instruction (POI's) and training schedules.
	4. Insures that a progressive, dynamic training program is in operation at all times.
80***	a. Checks directed training programs as they are being carried out.
81***	b. Insures that proper methods of instruction are being followed.
82***	c. Sees that on-the-job training is being properly conducted and checked by the launcher control (LC) officer, integrated fire control (IFC) officer, and warrant officers.

Activity No.
and
Rating

Job Description

d. Insures that the Artilleryman's Gunnery Examination is properly administered to eligible personnel.

83*** 5. Checks the team performance training of launching, radar, and missile assembly sections by appropriate section drill.

6. Directs dry run alerts from cold start through RED status to test unit efficiency.

84*** 7. Conducts service practice firing of the unit annually at Red Canyon Range Camp in accordance with pertinent USARADCOM directives.

III. The battery commander is responsible for the operational readiness of his battery.

A. Makes a proper tactical deployment of the fire unit.

85*** 1. Plans and executes march order designed to move the battery with minimum effort and time with maximum security.

a. Coordinates the planning of both platoons for movement.

b. Coordinates the emplacement and march order of all tactical equipment.

86*** 2. Emplaces equipment in such a manner as to utilize fully the capabilities of each item of equipment.

a. Sees that a full reconnaissance is made of the area to be occupied.

b. Plans the proper disposition of all equipment.

87*** 3. Supervises the carrying out of Artillery Survey used in the emplacement of battery equipment.

a. Insures that maximum utilization of the fire unit in the accomplishment of the battery air defense mission is being made.

b. Checks to see that parallax has been properly determined.

88*** 4. Checks preparation of radar clutter and coverage diagrams for the defended area.

89*** 5. Checks construction of early warning (EW) map charts of the defended area.

90*** 6. Supervises the establishment and operation of battery communications.

a. Sees that proper interbattery tactical and administrative communication networks are set up.

b. Checks to see that the battery is tied in with Army Air Defense Command Post (AADCP) network.

Activity No.
and
Rating

Job Description

7. Coordinates the activities of control and launcher areas in firing the battery.

91*** B. Performs the duties of battery control officer (BCO) during execution of the fire mission.

92*** 1. Insures that battery carries out procedures required by being placed in YELLOW status.

- a. Hears alarm, or is notified by operations control (OC) operator, and establishes the alert status based on conditions of readiness and orders received from Army Air Defense Command Post.
- b. Goes to battery control (BC) van and checks as necessary to insure that the prefiring checks are completed.
- c. Maintains communication with higher headquarters and within the battery.
- d. Checks following at computer cabinets on way into van (or later). Makes correct settings if necessary.
 - Parallax
 - Burst time bias
 - Order limiting
- e. Goes to radar control (RC) van to check on status of manning and equipment.
- f. Gets condition readiness and action status from early warning operator or log.
- g. Goes to battery control console and puts on headsets of operations control line and command loop. Sits directly in front of plan position indicator (PPI) or in front of tactical control panel.
- h. Calls for manning reports from all stations.
- i. Announces alert status when all are on line and flips ALERT STATUS switch to YELLOW and receives rogers. (May call for WHITE status checks reports. If so, checks reports against board and rogers.)
- j. Reports status to Army Air Defense Command Post within given time limit.
- k. Monitors early warning board: May receive early warning information on incoming targets directly from early warning operator.
- l. Gets designation of hostile craft from Army Air Defense Command Post (on OC Line). May get action status from Army Air Defense Command Post.
- m. Monitors MISSILE NO. PREPARED meter to determine prepared missile status.
- n. Receives and rogers YELLOW status checks complete from prescribed stations. (Checks off on status board.)

Activity No.
and
Rating

Job Description

- o. Monitors plan position indicator. Notifies acquisition operator of designated targets.
- 93*** 2. Monitors platoon activities in conforming to requirements for BLUE status.
- a. Announces BLUE status over command loop and flips ALERT STATUS switch to BLUE. Receives rogers.
 - b. Makes on-deck announcement to launcher control officer. Receives roger from launcher control officer.
 - c. Observes or receives notice of any electronic countermeasures (ECM) from acquisition operator. Announces electronic countermeasures to Army Air Defense Command Post.
 - d. Selects targets on primary target line if not assigned by Army Air Defense Command Post.
 - e. Has acquisition operator use Identification-Friend-or-Foe (IFF) as soon as target is on plan position indicator and designate target as soon as possible.
 - f. Continues to monitor plan position indicator; watches CONFIRM and TRACKED lights for change from AMBER to GREEN. Monitors TRACKED light.
 - g. Observes operation of or operates plotting boards.
 - (1) Turns PLOTTING CONTROL switch to OPERATE or orders computer operator to do so.
 - (2) Observes target position and predicted intercept point on horizontal plotting board and observes predicted altitude of intercept and predicted time of flight on vertical plotting board.
 - (3) Checks AG dial and compares azimuth information with horizontal plotting board.
 - h. Monitors TARGET GROUND SPEED meter, determines number of aircraft and altitude of aircraft, and reports these data to Army Air Defense Command Post.
 - i. Receives and rogers BLUE status checks complete. (Checks off positions on status board as they report.)
- 94*** 3. Insures completion of RED status procedures.
- a. Announces RED status on command loop and receives rogers. Flips ALERT STATUS switch to RED.
 - b. Observes MISSILE-DESIGNATED light change from AMBER to GREEN.
 - c. Observes MISSILE-READY light change from AMBER to GREEN.

Activity No.
and
Rating

Job Description

- d. Sees MISSILE-TRACKED light change from AMBER to GREEN. Sees READY-TO-FIRE light change from AMBER to GREEN if target is tracked and FOE button has been pushed.
 - e. May receive RED status checks complete from all stations.
 - f. Turns PLOTTING CONTROL switch from OPERATE to PLOT or orders computer operator to do so.
 - g. Orders computer operator or switchboard operator to zero-set event recorder.
 - h. Announces, "Prepare to launch," counts down, lifts cover, and presses FIRE button. Lifts cover on BURST and BURST-DISABLE switches as safety precaution.
 - i. Observes FIRE and then LAUNCH lights change from AMBER to GREEN.
 - j. Switches attention to plotting boards and observes flight characteristics of missile and target.
 - k. Observes BURST light change from AMBER to GREEN.
 - l. Receives and rogers report that target is lost from target tracking radar (azimuth) operator after burst.
 - m. When target is destroyed, places (or orders computer operator to place) PLOTTING CONTROL switch in STANDBY position.
 - n. Fires again as soon as READY-TO-FIRE light changes from AMBER to GREEN, or orders new target designated.
 - o. Returns battery to its proper alert status as indicated by conditions and local SOP and takes such action as is required to keep the battery in combat readiness.
- 95*** 4. Institutes emergency procedures in the event of communication failure at any point in the above sequence.
- a. Switches from interarea cable to the field wire line if cable communication is cut off.
 - b. Switches from field wire line to radio in the event the wire line communication is cut off.
- 96*** 5. Destroys missile by throwing BURST switch if missile path appears to threaten nonhostile targets and missile is more than five seconds from target. (If missile is less than five seconds from target, throws BURST-DISABLE switch.)
- 96*** 6. Supervises completion of After-Action Report and Electronic Countermeasures Report.

Activity No.
and
Rating

Job Description

- IV. The battery commander is responsible for seeing that all equipment is operable and is being properly maintained.
- 97*** A. Consults with platoon leaders and warrant officers to ascertain what equipment is present and operable.
1. Utilizes normal command channels to determine the current status of battery maintenance.
- 98*** a. Delegates to the platoon leaders the duty of reporting equipment malfunctions.
- 99*** b. Delegates to the platoon leaders and fire control and missile maintenance assistants the duty of making over-all equipment maintenance checks.
2. Determines what malfunctions are currently occurring and what is being done to correct these malfunctions, either in the battery or by higher headquarters.
- 100*** a. Consults appropriate records and utilizes verbal reports in keeping abreast of the status of current equipment malfunctions.
- b. Initiates command action if necessary to correct maintenance and equipment deficiencies.
- 101*** c. Checks appropriate records and utilizes contacts with higher headquarters in following up action on current equipment malfunctions.
- B. Insures that proper maintenance tests, checks, adjustments, and inspections are being made.
- 102** 1. Sees that battery commander's log book—designed to trace the technical life of the battery equipment in its operation and maintenance—is prepared and maintained by the appropriate platoon officer.
- 103*** 2. Spot checks to see that daily, weekly, monthly, and prefiring tests and adjustments are being made.
- 104*** 3. Delegates to the platoon leaders the duty of seeing that daily, weekly, monthly, and prefiring tests and adjustments are detailed in the appropriate log sheets of the battery control and launching areas.
- 105*** 4. Checks to see that specific equipment operation tolerances are being met.
- 106*** 5. Checks to see that proper preventive maintenance before, during, and after operation of equipment is carried out by maintenance and operating personnel.
- V. The battery commander is responsible for the safeguarding of classified material and equipment and for site security.
- 107*** A. Insures that material and equipment are safeguarded according to the provisions of AR 380-5 and local directives.

Activity No. and Rating	Job Description
108**	1. Delegates to the executive officer the duty of security control officer and custodian of classified documents.
109*	a. Sees that the records of personnel are screened and checked. b. Sees that security clearance requests for personnel are submitted.
110**	c. Insures that classified documents are properly filed and safeguarded.
111**	2. Delegates to the executive officer the duty of collating operational intelligence.
112**	a. Sees that intelligence material received from higher headquarters and adjacent units is analyzed. b. Sees that EW plots, ECM, and other pertinent intelligence material are collated and disseminated to higher headquarters.
	B. Insures site security.
113**	1. Delegates to the executive officer the duty of organizing and implementing ground, chemical, bacteriological, and radiological battery defense plans.
114**	a. Sees that the plans are drawn up according to appropriate regulations and local directives.
115**	b. Inspects to see that plans are carried out efficiently.
	2. Delegates to the platoon leaders the duty of setting up and operating a local site security guard system.
116**	a. Checks to see that the system meets the requirements of appropriate regulations and local directives.
117**	b. Delegates to the executive officer the duty of coordinating the local site security guard system.
118**	c. Delegates to the duty officer the duty of seeing that the guard is being efficiently maintained.
	VI. The battery commander is responsible for having on hand and serviceable, or on requisition, all items of supply currently authorized his command and for seeing that transportation requirements of the battery are met.
	A. Insures the proper custody, care, and safekeeping of all government property entrusted to his possession and under his responsibility.
119***	1. Delegates to the supply officer supervision of the maintenance of property records which will reflect at all times the status of items of supply currently authorized his unit.
120**	a. Spot checks the stock record cards kept in the LC and IFC vans.

Activity No. and Rating	Job Description
121**	b. Spot checks battery supply records kept by the supply sergeant.
122**	2. Delegates to the supply officer the duty of initiating promptly all required property adjustments.
123**	a. Spot checks prepared property adjustment forms.
124**	b. Sees that inventories required by current Army Regulations and local directives are made.
125***	3. Delegates to the supply officer the duty of personal contact and follow-up action in the supply, repair, and maintenance of tactical equipment.
126***	4. Conducts inspections to insure that all supplies on hand are complete and meet proper serviceability standards.
127**	5. Insures that all personnel of his unit are properly instructed in the care and maintenance of government property and in all principles of supply economy.
128**	a. Delegates to the battery executive officer the duty of checking on the instruction of personnel in the care and maintenance of property.
129**	b. Delegates to the executive officer the duty of conducting supply economy instruction.
	B. Supervises the maintenance and use of battery vehicles.
130**	1. Checks to see that the transportation requirements of the battery are being properly met.
131*	a. Delegates to the motor officer the duty of checking on the utilization of battery transportation.
132*	b. Sees that vehicles are used for the purpose intended.
	2. Determines the status and operative condition of all vehicles in the battery.
133**	a. Spot checks vehicular maintenance records.
134**	b. Spot checks maintenance being performed on battery vehicles.

VII. Prepares the battery for inspections by higher headquarters.

Appendix B

**JOB REQUIREMENTS OF THE NIKE AJAX
BATTERY EXECUTIVE OFFICER
(USARADCOM Permanent Site)**

Rank-Order by Composite Training-Need Scores:

- *** Activity evaluated in upper third
- ** Activity evaluated in middle third
- * Activity evaluated in lower third

Activity No.
and
Rating

Job Description

- I. The executive officer, under the supervision of the battery commander, regulates the operations of the battery headquarters section.
 - A. Directs the administrative activities of the battery orderly room.
 - 1** 1. Checks to see that all required reports are prepared and certified.
 - 2** a. Sees that the 1st sergeant carries out the duty of preparing and submitting routine reports, such as the following:
 - TOE and Information Roster
 - Gunnery Qualification Roster
 - Cadre A and B Rosters
 - Telephone Use Report
 - Morning Report
 - Duty Roster
 - Sick Slip
 - Other routine administrative, operational, and logistical reports as required
 - 3* b. Checks to see that the 1st sergeant or appropriate individual carries out the duty of preparing and submitting special reports on a one-time basis, such as the following:
 - School applications
 - Security clearance applications
 - Current listing of school-trained men
 - Charge sheet for AWOL or other offenses
 - Specific safety precautions being taken in a designated area
 - Current listing of men holding a particular Military Occupational Specialty (MOS)
 - Other special administrative, operational, and logistical reports as required
 - 4* c. Signs all reports designated by the battery commander.
 2. Acts to insure that military letters and endorsements are prepared according to appropriate regulations.

Activity No. and Rating	Job Description
5* a. Oversees the actions of the 1st sergeant in carrying out the duty of preparing and submitting routine military correspondence.
6* b. Signs all battery correspondence designated by the battery commander.
7* 3. Checks the 1st sergeant in carrying out the duty of preparing and maintaining the following record files and charts in accordance with current Army Regulations and Directives: Manning Tables File of routine reports Cross Training Charts Battery correspondence file Monthly Pass and Leave Charts Unit Training Progress Charts Transitory file of special one-time reports
8* 4. Supervises the 1st sergeant in carrying out the duty of setting up and checking the activities of details, such as the following: Work details Kitchen police Other battery details as required
	5. Represents the battery commander in consultations with officers and noncommissioned officers concerning utilization of battery personnel and equipment.
9** a. Conducts the battery officer call during the absence of the battery commander.
10* b. Monitors discussions at noncommissioned officer call.
11** c. Monitors critique of team, platoon, and section operational performance.
	B. Performs the duties of the following positions:
12** 1. Serves as battery mess officer.
13** a. Observes mess operations including: Procurement of rations Preparation of food Serving of food Consumption of food Conservation measures Accounting procedures
14** b. Checks the maintenance of proper mess records reflecting the procurement, preparation, and conservation of food.
15** (1) Sees that the Ration Request, Ration Record, Cash Collection Sheet, and Cook's Work Sheet are properly prepared and maintained.
16* (2) Insures that other required mess records are properly prepared and maintained.

Activity No.
and
Rating

Job Description

- 17** c. Insures that proper conservation and sanitation measures are followed in the procurement, storage, preparation, serving, and consumption of food.
 (1) Checks the application of the principles of conservation inherent in the Army food program.
 (2) Sees that organizational sanitation and health checks covered by current directives are made.
- 18** d. Conducts mess inspections.
 (1) Makes periodic spot checks of battery mess operations.
- 19* (2) Utilizes the services of the food advisor and other food service personnel in inspecting all phases of mess operations: including procurement, storage, preparation, serving, consumption, and conservation of food; sanitation; mess personnel, mess hall, and kitchen.
- 20** 2. Serves as liaison and public relations officer.
 a. Acts for the battery commander in keeping close contact with adjacent military units and higher headquarters.
 (1) Utilizes the services of the chaplain.
- 21* (a) Checks to see that battery personnel have the opportunity to consult with the chaplain.
 (b) Sees that all members of the command are notified of the specific times when the chaplain's services are available to members of the command.
- 22* (2) Reads current organizational correspondence.
- 23* (3) Makes personal contact with adjacent units and higher headquarters.
- 24** (4) Participates in organizational officers' calls and briefings.
- 25* b. Acts for the battery commander in keeping close contact with local governmental groups.
- 26** (1) Checks to see that a cooperative and friendly atmosphere is created and maintained with the mayor and council of the surrounding community.
- 27* (2) Insures cooperative action in dealings with the police department.
 (3) Briefs the fire department on the battery fire plan and the possibilities of fire incidents in the battery area.
- 28* (4) Develops with the fire department a cooperative fire fighting plan to be followed when necessary.
 c. Acts for the battery commander in creating cordial and cooperative relations with local organizations.

Activity No. and Rating	Job Description
29*	(1) Contacts and meets members of local civic organizations.
30*	(2) Plans with local organizations the on-site parties and other recreational activities sponsored by those organizations.
31*	(3) Keeps informed as to the current programs of local civic organizations.
32*	(4) Keeps close contact with the local Red Cross unit. (a) Meets local Red Cross representatives. (b) Keeps abreast of local Red Cross operations and activities. (c) Presents and discusses personal problems of members of the command with Red Cross representatives.
33**	(5) Explains to local citizens the mission of the unit and the reasons for its establishment in the area.
34*	(6) Utilizes fully local churches and church activities to help the spiritual life of members of the command.
35**	(7) Conducts "open house" activities designed to promote good will between local communities and the Army.
36*	d. Meets the parents of men stationed near home.
37*	3. Serves as repair and utilities officer. a. Acts to see that available facilities and services are utilized.
38*	(1) Checks with engineers directly or through appropriate command channels to see that all available housing is provided on site.
39*	(2) Sees that the engineers directly or higher headquarters are kept informed as to current housekeeping requirements of the battery.
40*	b. Oversees battery area repairs and maintenance. (1) Spot checks current status of general repairs and maintenance of: Buildings Roads Walkways Hardstand Other permanently installed post and station property
41*	(2) Inspects current repair and maintenance activities being carried out in the battery area by outside personnel.
42*	(3) Inspects to insure that maintenance requirements for sewage, water, and electric systems are being met. (4) Applies the provisions of the engineer field manual where appropriate.

Activity No. and Rating	Job Description
43*	c. Makes recommendations to the battery commander concerning local contracts for building and repair requirements.
44**	d. Sees that sanitation and health requirements for battery and small post operations are carried out. <ul style="list-style-type: none"> (1) Spot checks sanitation and health measures which have been initiated and inspected by the battalion medical officer and the battery aid man. (2) Sees that information concerning sanitation and health measures to be taken is disseminated to battery personnel. (3) Applies the provisions of the sanitation field manual and allied literature where appropriate.
45**	4. Spot checks the activities of platoon officers carrying out assignments, such as the following: <ul style="list-style-type: none"> Safety officer Fire marshal Postal officer PX and theater officer Athletics and recreation officer
II. The executive officer helps the battery commander carry out his responsibility for leading and training personnel.	
A. Helps maintain a high state of discipline in the battery.	
1. Checks the military deportment and discipline of the battery.	
46***	a. Observes the battery officers and noncommissioned officers carrying out the duty of checking military deportment of battery personnel.
47**	b. Observes military deportment of personnel during inspections, drills, and off-duty activities.
48***	2. Recommends to the battery commander, when appropriate, the type of disciplinary action to be taken when it involves an officer or enlisted member of the command.
3. Helps carry out board action in the elimination of men unfit for the service.	
49**	a. Sees that appropriate background information is collected.
50**	b. Insures that the action taken is thoroughly understood by the individual concerned.
4. Serves on courts-martial in the following capacities when qualified: <ul style="list-style-type: none"> A summary court officer Member of a General Court Member of a Special Court Trial Counsel Defense Counsel 	

Activity No.
and
Rating

Job Description

B. Acts to help the battery commander maintain individual morale and unit esprit de corps at the highest possible level.

- | | | |
|-------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 51*** | | 1. Makes recommendations to the battery commander on promotions of men under his own supervision. |
| | | 2. Keeps the men informed concerning unit and related activities. |
| 52* | | a. Spot checks the 1st sergeant as he carries out the duty of maintaining battery bulletin board. |
| 53* | | b. Spot checks to see that appropriate announcements are made promptly at formations. |
| 54* | | c. Spot checks the 1st sergeant as he carries out the duty of making distribution of pertinent information to officers and key noncommissioned officers. |
| 55* | | 3. Acts as the information and education (I&E) officer. |
| 56* | | a. Supervises the duty performance of the battery I&E noncommissioned officer. |
| 57* | | b. Sees that information is disseminated concerning the Army educational program, Army school system, and other educational opportunities open to the men in the unit. |
| | | 4. Assists the battery commander when he acts as custodian of the men's welfare. |
| 58*** | | a. Acts as a clearing house for personnel problems.
(1) Initiates action when appropriate.
(2) Refers to the battery commander those problems which require his personal attention. |
| | | b. Sees that troops are comfortably housed. |
| 59* | | c. Checks the troops' current opinion of the battery mess. |
| 60* | | d. Carries out plans for improving the convenience and attractiveness of living quarters occupied by unit personnel. |
| 61** | | e. Acts as a counselor whenever the conditions warrant. |
| 62** | | f. Utilizes outside assistance, such as the Red Cross, chaplain, and legal assistance officer in helping men solve personal problems. |
| 63* | | 5. Checks battery officers as they carry out duties concerning off-duty activities for battery personnel, such as the following:
Athletics
Hobby shop
Movies
Contests
Parties
Day rooms
Other amusements |

Activity No.
and
Rating

Job Description

- 64* 6. Organizes and directs the character guidance activities.
- C. Assists the battery commander in maintaining a continuous effort directed toward improvement of the individual, team, and unit proficiency in the utilization of essential skills in the accomplishment of the mission.
- 65*** 1. Acts as training officer.
- 66*** a. Develops and implements programs of instruction (POI's).
- 67*** b. Oversees the execution of all programs of instruction and on-the-job training in the battery.
- (1) Checks directed training programs as they are being carried out.
- 68*** (a) Checks the cross-training of administrative personnel in tactical positions and the cross-training of artillery personnel in artillery positions.
- 69** (b) Checks the progress of the cadre training program.
- 70*** (2) Insures that proper methods of instruction are being followed.
- 71*** (3) Sees that on-the-job training is being properly conducted and checked by the launcher control (LC) officer, integrated fire control (IFC) officer, and warrant officers.
- 72** (4) Insures that the Artilleryman's Gunnery Examination is properly administered to eligible personnel.
- 73*** (5) Checks to see that the requirement for training in command-wide and local tactical regulations and procedures is being met.
- 74*** 2. Spot checks the team performance training of launching, radar, and missile assembly sections as they perform appropriate section drills.
- III. The executive officer assists the battery commander in carrying out his responsibility for the operational readiness of the battery.
- A. Assists in making a proper tactical deployment of the fire unit.
- 75*** 1. Helps plan and execute march order designed to move the battery with minimum effort and time with maximum security.
- a. Coordinates the planning of both platoons for movement.

Activity No.
and
Rating

Job Description

- b. Coordinates the emplacement and march order of all tactical equipment.
- 76*** 2. Helps emplace equipment in such a manner as to utilize fully the capabilities of each item of equipment.
 - a. Sees that a full reconnaissance is made of the area to be occupied.
 - b. Plans the proper disposition of all equipment.
- 77*** 3. Helps supervise the carrying out of the Artillery Survey used in the emplacement of battery equipment.
 - a. Insures that maximum utilization of the fire unit in the accomplishment of the battery air defense mission is being made.
 - b. Checks to see that parallax has been properly determined.
- 78*** 4. Helps supervise the establishment and operation of battery communications.
 - a. Sees that proper interbattery tactical and administrative communication networks are set up.
 - b. Checks to see that the battery is tied in with the Army Air Defense Command Post (AADCP) network.
- 79*** 5. Helps coordinate the activities of control and launcher areas in firing the battery.
- 80*** B. Serves as battery control officer (BCO) if designated by battery commander.
- 81*** 1. Insures that battery carries out procedures required by being placed in YELLOW status.
 - a. Hears alarm or is notified by operations control (OC) operator and establishes the alert status based on conditions of readiness and orders received from Army Air Defense Command Post.
 - b. Goes to battery control (BC) van and checks as necessary to insure that the prefiring checks are completed.
 - c. Maintains communication with higher headquarters and within the battery.
 - (1) Notifies the battery commander of status of equipment and action being taken.
 - (2) Notifies Army Air Defense Command Post of operational status upon instructions from battery commander.
 - (3) Submits Out-of-Action Report, with necessary information as to troubles encountered, to battery commander.

Activity No.
and
Rating

Job Description

- d. Checks following at computer cabinets on way into van (or later). Makes correct settings if necessary.
 - Parallax
 - Burst time bias
 - Order limiting
 - e. Goes to radar control (RC) van to check on status of manning and equipment.
 - f. Gets condition readiness and action status from early warning (EW) operator or log.
 - g. Reports battle stations to battery commander.
 - h. Goes to battery control console and puts on headsets of operations control line and command loop. Sits directly in front of plan position indicator (PPI) or in front of tactical control panel.
 - i. Calls for manning reports from all stations.
 - j. Announces alert status when all are on line and flips ALERT STATUS switch to YELLOW and receives rogers. (May call for WHITE status checks reports. If so, checks reports against board and rogers.)
 - k. Reports status to Army Air Defense Command Post within given time limit.
 - l. Monitors early warning board: May receive early warning information on incoming targets directly from early warning operator.
 - m. Gets designation of hostile craft from Army Air Defense Command Post (on OC Line). May get action status from Army Air Defense Command Post.
 - n. Monitors MISSILE NO. PREPARED meter to determine prepared missile status.
 - o. Receives and rogers YELLOW status checks complete from prescribed stations. (Checks off on status board.)
 - p. Monitors plan position indicator. Notifies acquisition operator of designated targets.
- 82*** 2. Monitors platoon activities in conforming to requirements for BLUE status.
- a. Announces BLUE status over command loop and flips ALERT STATUS switch to BLUE. Receives rogers.
 - b. Makes on-deck announcement to and receives roger from launcher control officer.
 - c. Observes or receives notice of any electronic countermeasures (ECM) from acquisition operator. Announces electronic countermeasures to Army Air Defense Command Post.

Activity No.
and
Rating

Job Description

- d. Selects targets on primary target line if not assigned by Army Air Defense Command Post.
- e. Has acquisition operator use Identification-Friend-or-Foe (IFF) as soon as target is on plan position indicator and designates target as soon as possible.
- f. Continues to monitor plan position indicator; watches CONFIRM and TRACKED lights for change from AMBER to GREEN. Monitors TRACKED light.
- g. Observes operation of or operates plotting boards.
 - (1) Turns PLOTTING CONTROL switch to OPERATE or orders computer operator to do so.
 - (2) Observes target position and predicted intercept point on horizontal plotting board and observes predicted altitude of intercept and predicted time to burst on vertical plotting board.
 - (3) Checks AG dial and compares azimuth information with horizontal plotting board.
- h. Monitors TARGET GROUND SPEED meter, determines number of aircraft and altitude of aircraft, and reports these data to Army Air Defense Command Post.
- i. Receives and rogers BLUE status checks complete. (Checks off positions on status board as they report.)

- 83*** 3. Insures completion of RED status procedures.
- a. Announces RED status on command loop and receives rogers. Flips ALERT STATUS switch to RED.
 - b. Observes MISSILE-DESIGNATED light change from AMBER to GREEN.
 - c. Observes MISSILE-READY light change from AMBER to GREEN.
 - d. Sees MISSILE-TRACKED light change from AMBER to GREEN. Sees READY-TO-FIRE light change from AMBER to GREEN if target is tracked and FOE button has been pushed.
 - e. May receive RED status checks complete from all stations.
 - f. Turns PLOTTING CONTROL switch from OPERATE to PLOT or orders computer operator to do so.
 - g. Orders computer operator or switchboard operator to zero-set event recorder.

Activity No.
and
Rating

Job Description

- h. Announces, "Prepare to launch," counts down, lifts cover, and presses FIRE button. Lifts cover on BURST and BURST-DISABLE switches as safety precaution.
 - i. Observes FIRE and then LAUNCH lights change from AMBER to GREEN.
 - j. Switches attention to plotting boards and observes flight characteristics of missile and target.
 - k. Observes BURST light change from AMBER to GREEN.
 - l. Receives and rogers report that target is lost from target tracking radar (azimuth) operator after burst.
 - m. When target is destroyed, places (or orders computer operator to place) PLOTTING CONTROL switch in STANDBY position.
 - n. Fires again as soon as READY-TO-FIRE light changes from AMBER to GREEN, or orders new target designated.
 - o. Returns battery to its proper alert status as indicated by conditions and local SOP and takes such action as is required to keep the battery in combat readiness.
- 84*** 4. Institutes emergency procedures in the event of communication failure at any point in the above sequence.
- a. Switches from interarea cable to the field wire line if cable communication is cut off.
 - b. Switches from field wire line to radio in the event the wire line communication is cut off.
5. Destroys missile by throwing BURST switch if missile path appears to threaten nonhostile targets and missile is more than five seconds from target. (If missile is less than five seconds from target, throws BURST-DISABLE switch.)
- 85*** 6. Supervises completion of After-Action Report and Electronic Countermeasures Report.
- IV. The executive officer helps the battery commander carry out his responsibility for seeing that all equipment is operable and is being properly maintained.
- A. Consults with platoon leaders and maintenance personnel to ascertain the current status of battery maintenance.
- 86** 1. Spot checks to see that platoon leaders are carrying out the duty of reporting equipment malfunctions.
- 87*** 2. Spot checks to see that fire control and missile materiel assistants are carrying out the duty of making over-all equipment maintenance checks.

Activity No. and Rating	Job Description
88**	3. Consults appropriate records and utilizes verbal reports in keeping abreast of the status of current equipment malfunctions.
89***	4. Checks appropriate records and utilizes contacts with higher headquarters in following up action on current equipment malfunctions.
	B. Insures that proper maintenance tests, checks, adjustments, and inspections are being made.
90***	1. Spot checks to see that daily, weekly, monthly, and prefiring tests and adjustments are being made.
91**	2. Spot checks to see that daily, weekly, monthly, and prefiring tests and adjustments are detailed in the appropriate log sheets of the battery control and launching areas.
92***	3. Spot checks to see that specific equipment operation tolerances are being met wherever applicable.
93***	4. Spot checks to see that proper preventive maintenance before, during, and after operation of equipment is carried out by maintenance and operating personnel.
	V. The executive officer helps the battery commander carry out his responsibility for the safeguarding of classified material and equipment and for site security.
	A. Insures that material and equipment are safeguarded according to the provisions of AR 380-5 and local directives.
94***	1. Carries out the duty of ascertaining and confirming the security clearance of personnel. a. Sees that the records of personnel are screened and checked. b. Sees that security clearance requests for personnel are submitted.
95***	2. Carries out the duty of collating operational intelligence. a. Sees that intelligence material received from higher headquarters and adjacent units is analyzed. b. Sees that EW plots, ECM, and other pertinent intelligence material are collated and disseminated to higher headquarters.
96***	B. Serves as security control officer and custodian of classified documents.

Activity No.
and
Rating

Job Description

- 97*** 1. Carries out the duty of organizing and implementing ground, chemical, bacteriological, and radiological battery defense plans.
a. Sees that the plans are drawn up according to appropriate regulations and local directives.
b. Inspects to see that plans are carried out efficiently.
- 98*** 2. Carries out the duty of checking the operation of a local site security guard system.
a. Sees that the system meets the requirements of appropriate regulations and local directives.
b. Spot checks to see that the guard is being efficiently maintained.
- 99*** 3. Insures the proper classification and safeguarding of classified documents.
a. Screens and files all classified documents.
b. Makes a periodic inventory of all classified documents.
- 100** C. Serves as weapons security officer.
1. Checks maintenance of weapons.
2. Insures safe storage of ammunition.
3. Makes a periodic inventory of weapons and ammunition.
- VI. The executive officer helps the battery commander carry out his responsibility for having on hand and serviceable, or on requisition, all items of supply currently authorized his command and for seeing that transportation requirements of the battery are met.
- 101*** A. Serves as supply officer.
1. Supervises the maintenance of property records.
- 102** a. Spot checks the stock record cards kept in the LC and IFC vans.
- 103** b. Checks accuracy of locator file.
- 104*** c. Spot checks the battery supply records kept by the supply sergeant.
- 105** d. Checks accuracy of and authority for all requisitions and work orders submitted.
- 106** e. Signs all requisitions and work orders.
2. Carries out the duty of initiating promptly all required property adjustments.
- 107** a. Spot checks prepared property adjustment forms.
- 108*** b. Sees that inventories required by current Army Regulations and local directives are made.

Activity No. and Rating	Job Description
109** c. Approves all property adjustments.
110*** 3. Conducts inspections to insure that all supplies on hand are complete and meet proper serviceability standards.
111*** 4. Makes personal contact with S4 and the applicable technical service in the supply, repair, and maintenance of tactical equipment.
112*** a. Contacts the battalion S4 and the applicable technical service in follow-up action on supply and maintenance requisitions.
113** b. Checks outstanding job requests with battalion S4 and the applicable technical service records.
114** c. Coordinates the execution of the missile and propellant resupply plan with the battalion S4 and the applicable technical service.
	5. Insures that all personnel of the unit are properly instructed in the care and maintenance of public property and in all principles of supply economy.
115** a. Carries out the duty of checking on the instruction of personnel in the care and maintenance of property.
	b. Sees that supply economy instruction is conducted as required by Army Regulations and local directives.
	c. Procures supply economy posters and has them prominently displayed.
116** B. Serves as motor officer.
	1. Checks to see that the transportation requirements of the battery are being met.
	a. Checks on the utilization of battery transportation.
117* (1) Spot checks trip tickets to see that vehicles are used for the purpose intended.
118* (2) Authorizes use of vehicles for specified purposes.
119** b. Plans use of vehicles during normal operations and expected emergencies.
	2. Insures that all vehicles are being properly maintained.
120** a. Spot checks vehicular maintenance records.
121** b. Spot checks maintenance being performed on battery vehicles.
122** c. Checks to see that motor section personnel are being properly utilized.
123** d. Instructs drivers in first and second echelon maintenance and checks performance.
	3. Insures proper use of supplies and equipment.

Activity No.
and
Rating

Job Description

- 124** a. Spot checks use of tools, spare parts, gasoline,
and other supplies and equipment.
- 125** b. Makes periodic inventory of automotive supplies
and equipment.
- 126*** .. VII. The executive officer acts as the battery commander during
the commanding officer's absence.

Appendix C

**JOB REQUIREMENTS OF THE NIKE AJAX
INTEGRATED FIRE CONTROL PLATOON LEADER
(USARADCOM Permanent Site)**

Rank-Order by Composite Training-Need Scores:

- *** Activity evaluated in upper third
- ** Activity evaluated in middle third
- * Activity evaluated in lower third

Activity No.
and
Rating

Job Description

- I. The integrated fire control (IFC) platoon leader is responsible for meeting the manning requirements of the platoon.
- 1** A. Acts to keep manpower at sufficient strength to permit fulfillment of platoon mission.
- 2* 1. Consults with subordinates concerning manning needs in platoon.
- 3** 2. Advises battery commander of personnel shortages which hamper platoon operation.
- 4*** B. Supervises disposition of platoon personnel in order to achieve maximal efficiency in platoon operation.
- 5** 1. Confers with battery commander, platoon sergeant, platoon warrant officer, and section chiefs concerning most efficient employment of filler and replacement personnel.
- 6** 2. Assigns filler and replacement personnel to regular duty positions in accordance with platoon manning requirements.
- 7* 3. Insures that platoon sergeant makes all arrangements for equipping and establishing filler and replacement personnel as members of the platoon.
- 8** 4. Delegates to platoon sergeant the responsibility of distributing platoon personnel among details engaged in meeting platoon and battery training, maintenance, operational, and housekeeping requirements.
- 9** 5. Superintends maintenance of minimum manning roster to insure that manning of equipment conforms to the condition of readiness.
- 10*** C. Insures that assigned personnel are adequately trained.
- 11** 1. Orients replacement and filler personnel on platoon functions and standards, the local tactical situation, and mission and SOP.

Activity No. and Rating	Job Description
12***	2. Supervises the training of filler and replacement personnel by qualified subordinates.
13*	a. Assigns newly arrived filler and replacement personnel to qualified subordinates.
14**	b. Assigns to incumbent personnel responsibility for training new operators and crewmen.
15***	c. Observes subordinates as they train filler and replacement personnel and, where necessary, confers with instructors for the purpose of improving their instruction.
16***	3. Evaluates trainee proficiency at operator jobs.
17***	a. Conducts battery operational checks to observe the performance of the operators and crewmen at their various duty positions.
18***	b. Judges operators' and crewmen's job proficiency on basis of time and sequence in performance of their duties.
19**	c. Confers with platoon sergeant, section chiefs, and experienced operators and crewmen to determine training status of new personnel.
20**	4. Directs remedial training as indicated by observation of trainee performance and consultation with experienced personnel.
21**	5. Schedules with subordinates the rotation of operators and crewmen to various duty positions in order to develop over-all capability of IFC area personnel.
22*	a. Confers with subordinates concerning manning requirements and trainee achievements and capabilities.
23*	b. Rotates trainees and instructors to new duty positions for further on-the-job training.
24***	6. Conducts crew drill and evaluates ability of operators to perform their prefiring checks and adjustments and other duties as prescribed in TM-1, USARADCOM for Annual Service Practice (ASP), and FM 44-80 for on site.
25***	7. Supervises the training of operators to conduct abbreviated checks and assist maintenance personnel in conducting daily checks.
26**	a. Confers with maintenance personnel concerning nature and extent of assistance desired and types of training to be given.
27*	b. Assigns trainees to qualified subordinates for appropriate training.

Activity No.
and
Rating

Job Description

II. The IFC platoon leader is responsible for the care and utilization of equipment assigned to the platoon.

- 28*** A. Insures operational status of organizational equipment.
- 29** 1. Conducts periodic inspection of platoon area.
- 30* 2. Delegates to the fire control assistant the responsibility of submitting Unsatisfactory Equipment Report (UER) for battery commander's approval.
- 31* 3. Reports to battery commander conditions in platoon which warrant submission of Post Repairs and Utilities (R&U) Work Order (Form 527).
- 32* 4. Delegates to the fire control assistant the responsibility of submitting to battery supply clerk initial copy of Requisition Form (Form 446) to obtain replacement of used parts or equipment.
- 33** B. Supervises the emplacement and march ordering of tactical equipment.
- 34* 1. Coordinates the march ordering of tactical equipment in accordance with procedures described in FM 44-80.
- 35* a. Oversees the preparation and coupling to prime mover of maintenance and spares trailer.
- 36* b. Oversees the disassembly and loading of acquisition radar antenna.
- 37* c. Oversees the march ordering of the IFC trailers.
- 38* d. Oversees the march ordering of the missile tracking and target tracking radars.
- 39* e. Oversees the march ordering of the collimation mast.
- 40*** 2. Conducts survey of platoon area in order to properly emplace platoon equipment.
- 41*** a. Determines radar-to-radar parallax.
- 42*** b. Determines radar-to-launcher parallax.
- 43*** 3. Coordinates the emplacement of tactical equipment in accordance with procedures described in FM 44-80.
- 44** a. Oversees emplacement of acquisition radar and maintenance and spares trailer.
- 45** b. Oversees emplacement of the IFC trailers.
- 46** c. Oversees emplacement of the missile tracking and target tracking radars.
- 47** d. Oversees emplacement of the collimation mast.
- 48*** 4. Oversees the installation of intrabattery administrative and operational communication network.

Activity No.
and
Rating

Job Description

- 49*** C. Insures the proper use and operational readiness of tactical equipment.
- 50*** 1. Ascertains that IFC area equipment is operationally ready.
- 51*** a. Conducts informal inspection of all stations in IFC area upon reporting for duty to insure that equipment is properly manned and that system checks are being carried out depending on alert status of battery.
- 52*** (1) Oversees performance of orientation and synchronization of radars by operator personnel.
- 53*** (2) Observes performance of system checks by operator and maintenance personnel to determine that checks are being performed in the proper manner and in the prescribed sequence.
- 54** (3) Checks system log check sheets to determine that checks have been performed and that check sheets are being kept up to date and signs them as having been checked.
- 55*** (4) Performs simple system checks and compares results with data indicated on check sheets to insure that records are accurate.
- 56*** b. Directs that tests of equipment function be conducted by qualified subordinates.
- 57*** (1) Conducts performance of Simultaneous Tracking Test which is prescribed in FM 44-80.
- 58*** (2) Evaluates performance of equipment as recorded on Simultaneous Tracking Test check list.
- 59*** (3) Conducts computer dynamic checks and insures proper performance.
- 60** c. Submits Event Recorder Record and Plotting Record to battalion headquarters for analysis and receives from battalion evaluation of computer functioning and accuracy.
- 61*** 2. Takes action to insure that the IFC equipment remains in the state of readiness designated by Army Air Defense Command Post (AADCP).
- 62*** a. Receives reports from maintenance personnel on status of equipment, including malfunction and action taken to return equipment to operational basis.
- 63* b. Assists the fire control assistant in coordinating the activities of the maintenance section.
- 64** (1) Expedites action on job orders and parts requisitions to facilitate repair of equipment.

Activity No. and Rating	Job Description
65* (a) Checks to insure that Technical Service Work Order (Form 811) is submitted to battery commander.
66* (b) Checks to insure that initial copy of Issue Slip (Form 446) is submitted to battery supply clerk.
67* (2) Checks to see that battery supply clerk is furnished with a copy of Turn-in Voucher (Form 447) and accountable item needing replacement.
68** 3. Acts to insure completion of records pertinent to operation of tactical equipment.
69* a. Insures that the portion of the battery commander's log book concerning IFC operation is kept up to date.
70* b. Completes that portion of Status of Defense (SOD) Reports dealing with status of equipment in IFC area.
71** 4. Collaborates with battery commander and maintenance personnel in construction of coverage and clutter diagrams.

III. The IFC platoon leader is responsible for insuring the fulfillment of the platoon mission during drills and alerts.

72*** A. Serves as battery control officer (BCO) if designated by battery commander.
73*** 1. Insures that IFC platoon carries out procedures required by being placed in YELLOW status. <ul style="list-style-type: none"> a. Hears alarm, or is notified by operations control (OC) operator, and establishes the alert status based on conditions of readiness and orders received from Army Air Defense Command Post. b. Goes to battery control (BC) van and checks as necessary to insure that the prefiring checks are completed. c. Maintains communication with higher headquarters and within the battery. <ul style="list-style-type: none"> (1) Notifies the battery commander of status of equipment and action being taken. (2) Notifies Army Air Defense Command Post of operational status upon instructions from battery commander. (3) Submits Out-of-Action Report, with necessary information as to troubles encountered, to battery commander. d. Checks following at computer cabinets on way into van (or later). Makes correct settings if necessary. <ul style="list-style-type: none"> Parallax Burst time bias Order limiting

Activity No.
and
Rating

Job Description

- e. Goes to radar control (RC) van to check on status of manning and equipment.
- f. Gets condition readiness and action status from early warning (EW) operator or log.
- g. Reports battle stations to battery commander.
- h. Goes to battery control console and puts on headsets of operations control line and command loop. Sits directly in front of plan position indicator (PPI) or in front of tactical control panel.
- i. Calls for manning reports from all stations.
- j. Announces alert status when all are on line and flips ALERT STATUS switch to YELLOW and receives rogers. (May call for WHITE status checks reports. If so, checks reports against board and rogers.)
- k. Reports status to Army Air Defense Command Post within given time limit.
- l. Monitors early warning board: May receive early warning information on incoming targets directly from early warning operator.
- m. Gets designation of hostile craft from Army Air Defense Command Post (on OC Line). May get action status from Army Air Defense Command Post.
- n. Monitors MISSILE NO. PREPARED meter to determine prepared missile status.
- o. Receives and rogers YELLOW status checks complete from prescribed stations. (Checks off on status board.)
- p. Monitors plan position indicator. Notifies acquisition operator of designated targets.

- 74*** 2. Monitors platoon activities in conforming to requirements for BLUE status.
- a. Announces BLUE status over command loop and flips ALERT STATUS switch to BLUE. Receives rogers.
 - b. Makes on-deck announcement to and receives roger from launcher control officer.
 - c. Observes or receives notice of any electronic countermeasures from acquisition operator. Announces electronic countermeasures to Army Air Defense Command Post.
 - d. Selects targets on primary target line if not assigned by Army Air Defense Command Post.
 - e. Has acquisition operator use Identification-Friend-or-Foe (IFF) as soon as target is on plan position indicator and designate target as soon as possible.

Activity No.
and
Rating

Job Description

- f. Continues to monitor plan position indicator; watches CONFIRM and TRACKED lights for change from AMBER to GREEN. Monitors TRACKED light.
 - g. Observes operation of or operates plotting boards.
 - (1) Turns PLOTTING CONTROL switch to OPERATE or orders computer operator to do so.
 - (2) Observes target position and predicted intercept point on horizontal plotting board and observes predicted altitude of intercept and predicted time to burst on vertical plotting board.
 - (3) Checks AG dial and compares azimuth information with horizontal plotting board.
 - h. Monitors TARGET GROUND SPEED meter, determines number of aircraft and altitude of aircraft, and reports these data to Army Air Defense Command Post.
 - i. Receives and rogers BLUE status checks complete. (Checks off positions on status board as they report.)
- 75*** 3. Insures completion of RED status procedures.
- a. Announces RED status on command loop and receives rogers. Flips ALERT STATUS switch to RED.
 - b. Observes MISSILE-DESIGNATED light change from AMBER to GREEN.
 - c. Observes MISSILE-READY light change from AMBER to GREEN.
 - d. Sees MISSILE-TRACKED light change from AMBER to GREEN. Sees READY-TO-FIRE light change from AMBER to GREEN if target is tracked and FOE button has been pushed.
 - e. May receive RED status checks complete from all stations.
 - f. Turns PLOTTING CONTROL switch from OPERATE to PLOT or orders computer operator to do so.
 - g. Orders computer operator or switchboard operator to zero-set event recorder.
 - h. Announces, "Prepare to launch," counts down, lifts cover, and presses FIRE button. Lifts cover on BURST and BURST-DISABLE switches as safety precaution.
 - i. Observes FIRE and then LAUNCH lights change from AMBER to GREEN.
 - j. Switches attention to plotting boards and observes flight characteristics of missile and target.

Activity No.
and
Rating

Job Description

- k. Observes BURST light change from AMBER to GREEN.
 - l. Receives and rogers report that target is lost from target tracking radar (azimuth) operator after burst.
 - m. When target is destroyed, places (or orders computer operator to place) PLOTTING CONTROL switch in STANDBY position.
 - n. Fires again as soon as READY-TO-FIRE light changes from AMBER to GREEN, or orders new target designated.
 - o. Returns battery to its proper alert status as indicated by conditions and local SOP and takes such action as is required to keep the battery in combat readiness.
- 76*** 4. Institutes emergency procedures in the event of communication failure at any point in the above sequence.
- a. Switches from interarea cable to the field wire line if cable communication is cut off.
 - b. Switches from field wire line to radio in the event the wire line communication is cut off.
- 77*** 5. Destroys missile by throwing BURST switch if missile path appears to threaten nonhostile targets and missile is more than five seconds from target. (If missile is less than five seconds from target, throws BURST-DISABLE switch.)
- 78*** 6. Supervises completion of After-Action Report and Electronic Countermeasures Report.
- 79*** B. Participates in Annual Service Practice at Red Canyon Range Camp (RCRC).
- 80*** 1. Organizes ASP firing crew.
- 81* a. Selects from total platoon complement those men who meet the time requirements established by USARADCOM.
- 82** b. Confers with fire control assistant and platoon sergeant to select those men who are judged to be most competent.
- 83*** 2. Conducts on-site firing exercises (site alert checks) in accordance with ASP procedures as prescribed by USARADCOM.
- 84*** 3. Supervises performance of system checks of IFC equipment at Red Canyon Range Camp and signs receipts if acceptable.
- 85*** 4. Directs his firing team in tests prescribed in TM-1, USARADCOM, 1957.
- 86*** a. Supervises performance of Simultaneous Tracking Test.

Activity No. and Rating	Job Description
87*** b. Supervises performance of Computer Dynamics Test.
88*** c. Supervises performance of Training Test (modified to eliminate computer dynamics).
89*** 5. Serves as BCO, at discretion of battery commander, during firing at Red Canyon Range Camp.
	6. Supervises team activities in returning equipment to standby status and is released from responsibility for equipment.
	IV. The IFC platoon leader insures optimally effective platoon performance by acting to maintain morale and discipline at a satisfactory level and by insuring that platoon housekeeping meets standards of sanitation, health, and military requirements.
90* A. Keeps troops informed of current events and tactical situations through the use of informal visits and discussions in vans and barracks.
91** B. Makes recommendations to the battery commander for promotions of platoon personnel as the situation warrants, after receiving recommendations from subordinates.
92** C. Insures that living conditions for the platoon personnel are satisfactory.
93** 1. Conducts periodic inspections of barracks, buildings, and grounds to insure that housekeeping meets required standards of orderliness and cleanliness.
94** 2. Acts to insure that troops are as comfortably housed as the local situation permits.
95* 3. Acts to improve convenience and attractiveness of living quarters occupied by platoon personnel.
96*** D. Recommends appropriate disciplinary action for poor performance of duties and minor infractions of discipline.
97*** 1. Obtains facts concerning alleged breach of discipline.
98*** 2. Recommends appropriate disciplinary action if infraction warrants.
99** a. Recommends or directs restriction of pass privileges.
100* b. Recommends or assigns extra training details.
101** c. Recommends to battery commander company punishment under AR 15, Universal Code of Military Justice.

Activity No. and Rating	Job Description
102** 3. Insures that corrective follow-up action is taken as deemed necessary.
103** E. Oversees preparation of the platoon for inspections by higher headquarters.
104** F. Assists battery commander in inspection of the platoon area, personnel, and equipment.
105*** G. Insures that proper security measures are enforced in the platoon area.
	V. The IFC platoon leader is responsible for insuring the availability of an adequate supply of authorized replacement parts, the accuracy of the platoon's stock record account, and the conformance of platoon supply procedures to appropriate regulations.
106*** A. Acts to confirm that the stock record account is accurate and that supply procedures conform to appropriate regulations.
107** 1. Checks with platoon warrant officer to verify the correctness of requisitioning, work orders, and property disposal procedures.
108** 2. Verifies through occasional checks that the stock record account is accurate and conforms to appropriate regulations.
109** a. Verifies the correctness of identification, authorization, and location data entered on stock record cards.
110** b. Verifies the accuracy of balances on hand and on requisition against inventory count and requisition file.
111* 3. Verifies through occasional checks that supplies on hand are warehoused in accordance with appropriate regulations.
112* a. Checks that storage bins and shelves are numbered as prescribed by appropriate regulations.
113* b. Checks compliance with standard operating procedures covering storage of specific items.
114** c. Inspects items on hand to verify that they meet serviceability standards.
115** B. Acts to insure the availability of an adequate supply of authorized replacement parts by checking with platoon warrant officer and making occasional checks.
116** 1. Verifies that requisitions are promptly prepared when the supply on hand falls below the authorized reorder point.

Activity No. and Rating	Job Description
117** 2. Verifies that work order requests for repairable nonexpendable parts are promptly prepared.
118** 3. Verifies that action has been taken to have needed items emergency requisitioned when normal requisitioning procedures fail to meet requirements.
119** 4. Verifies that the stock record account is analyzed to determine the cause of supply failure when the supply of stock on hand fails to meet the demand.
120** C. Insures that all personnel of his unit are properly instructed in the care and maintenance of public property and in all principles of supply economy.
121** D. Ascertains and reports to the battery commander all cases and facts surrounding property loss through neglect, abuse, etc., for establishing and determination of pecuniary liability through the Statement of Charges or Report of Survey.
122* E. Insures that a current list is maintained on items lost or destroyed through normal operations (not as a result of the fault or neglect of any one concerned) to insure that these supplies are accounted for on regular operational droppage reports.
VI. The IFC platoon leader performs the duties of one or more of the following positions:	
A. Serves as battery athletics and recreation officer.	
123* 1. Organizes, implements, and supervises on-duty and off-duty athletics, such as physical training and individual and collective sports.
124* 2. Organizes, implements, and supervises on-duty and off-duty recreational activity, such as picnics, dances, tours, etc.
B. Serves as battery safety officer.	
125* 1. Conducts safety inspections to check compliance with SOP's.
126** 2. Acts to insure that violations of safety SOP's are corrected.
127* 3. Conducts safety council meeting and discussion.
128* 4. Serves on the battalion safety council.
C. Serves as battery fire marshal.	
129* 1. Organizes, implements, and supervises battery fire control plan.

Activity No. and Rating	Job Description
130* 2. Conducts inspections of battery to locate and eliminate fire hazards and check adequacy of fire control equipment and plans.
131* 3. Maintains liaison with Army and civilian fire fighting organizations for proper utilization.
132** 4. Supervises fire fighting operation in event of fire in battery.
	D. Serves as battery postal officer.
133* 1. Supervises postal activities of the battery and oversees work of the postal clerk.
134* 2. Conducts inspections to insure that postal activities and postal records conform to Army postal regulations.
	E. Serves as battery post exchange (PX) and theater officer.
135* 1. Enforces regulations concerning the establishment and operation of on-site PX and theater.
136* 2. Audits funds of PX and theater.
137* 3. Conducts inventories of PX merchandise.
138* 4. Maintains a checking account for PX and theater funds.
139* 5. Administers salaries of PX and theater stewards.
140* 6. Supervises proper maintenance of PX and theater records.
141** F. Serves as a member of courts-martial.
	G. Serves as trial counsel or assistant trial counsel.
142** 1. Prepares charge sheets and allied papers for the trial officer.
143** 2. Interviews prosecution witnesses and insures their presence at the trial.
144* 3. Acts as stenographer during trial.
145* 4. Writes up trial proceedings for signature and forwarding.
	H. Serves as defense counsel or assistant defense counsel.
146** 1. Prepares charge sheets and allied papers for the defense officer and assists in the preparation of the defense.
147** 2. Interviews defense witnesses and insures their presence at the trial.

Activity No. and Rating	Job Description
148**	<p>..... 3. Assists in the preparation of the defense.</p> <p>I. Serves as investigating officer.</p>
149**	<p>..... 1. Conducts investigation to ascertain facts and circumstances connected with personnel accident, vehicular accident, report of survey, line of duty status, Article 32, etc.</p>
150**	<p>..... 2. Prepares report stating facts and circumstances in accordance with provisions of AR 15-6 and SR 20-30-1.</p>

Appendix D

JOB REQUIREMENTS OF THE NIKE AJAX LAUNCHER PLATOON LEADER (USARADCOM Permanent Site)

Rank-Order by Composite Training-Need Scores:

- *** Activity evaluated in upper third
- ** Activity evaluated in middle third
- * Activity evaluated in lower third

Activity No.
and
Rating

Job Description

- I. The launcher platoon leader is responsible for meeting the manning requirements of the platoon.
 - 1*** A. Acts to keep manpower at sufficient strength to permit fulfillment of platoon mission.
 - 2** 1. Consults with subordinates concerning manning needs in platoon.
 - 3** 2. Advises battery commander of personnel shortages which hamper platoon operation.
 - 4*** B. Supervises disposition of platoon personnel in order to achieve maximal efficiency in platoon operation.
 - 5** 1. Confers with battery commander, platoon sergeant, platoon warrant officer, and section chiefs concerning most efficient employment of filler and replacement personnel.
 - 6** 2. Assigns filler and replacement personnel to regular duty positions in accordance with platoon manning requirements.
 - 7* 3. Insures that platoon sergeant makes all arrangements for equipping and establishing filler and replacement personnel as members of the platoon.
 - 8** 4. Delegates to platoon sergeant the responsibility of distributing platoon personnel among details engaged in meeting platoon and battery training, maintenance, operational, and housekeeping requirements.
 - 9** 5. Superintends maintenance of minimum manning roster to insure that manning of equipment conforms to the designated alert status.
 - 10*** C. Insures that assigned personnel are adequately trained.
 - 11** 1. Orients replacement and filler personnel on platoon functions and standards and the local tactical situation, mission, and battery SOP.

Activity No. and Rating	Job Description
12***	2. Supervises the training of filler and replacement personnel by qualified subordinates.
13*	a. Assigns newly arrived filler and replacement personnel to qualified subordinates.
14**	b. Assigns to incumbent personnel the responsibility for training new operators and crewmen.
15***	c. Observes subordinates as they train filler and replacement personnel and, where necessary, confers with instructors for the purpose of improving their instruction.
16***	3. Evaluates trainee proficiency at operator jobs.
17***	a. Conducts battery operational checks to observe the performance of the operators and crewmen at their various duty positions.
18***	b. Judges operators' and crewmen's job proficiency on basis of time and sequence in performance of their duties.
19**	c. Confers with platoon sergeant, section chiefs, and experienced operators and crewmen to determine training status of new personnel.
20***	4. Directs remedial training as indicated by observation of trainee performance and consultation with experienced personnel.
21**	5. Schedules with subordinates the rotation of operators and crewmen to various duty positions in order to develop over-all capability of launcher area personnel.
22*	a. Confers with subordinates concerning manning requirements and trainee achievements and capabilities.
23*	b. Rotates trainees and instructors to new duty positions for further on-the-job training.
24***	6. Conducts crew drill and evaluates ability of operators to perform their prefiring checks and adjustments and other duties as prescribed in TM-1, USARADCOM for Annual Service Practice (ASP), and FM 44-80 for on site.
	7. Supervises the training of operators to conduct abbreviated checks and to assist maintenance personnel in conducting daily checks.
	II. The launcher platoon leader is responsible for the care and utilization of equipment assigned to the platoon.
25***	A. Insures operational status of organizational equipment.
26***	1. Conducts periodic inspection of platoon area.
27*	2. Delegates to the missile materiel assistant the responsibility of submitting Unsatisfactory Equipment Report (UER) for battery commander's approval.

Activity No. and Rating	Job Description
28* 3. Reports to battery commander on conditions in platoon which warrant submission of Post Repairs and Utilities (R&U) Work Order (Form 527).
29* 4. Delegates to the missile materiel assistant the responsibility of submitting to battery supply clerk initial copy of Requisition Form (Form 446) to obtain replacement of used parts or equipment.
30** B. Supervises the emplacement and march ordering of tactical equipment.
31** 1. Coordinates the march ordering of tactical equipment in accordance with procedures described in FM 44-80.
32* a. Insures preparation of launching control (LC) trailer for march ordering.
33* b. Insures march ordering of launcher-loader assemblies.
34** 2. Conducts survey of platoon area in order to properly emplace platoon equipment.
35*** a. Determines launch angle (AL angle).
36*** b. Determines launcher elevation angle for booster disposal.
37*** c. Assists integrated fire control (IFC) platoon leader in conducting survey for determination of launcher-to-radar parallax.
38** 3. Coordinates the emplacement of tactical equipment in accordance with procedures described in FM 44-80.
39** a. Insures proper emplacement of launching control trailer.
40** b. Insures proper emplacement of launcher-loader assemblies.
41*** C. Insures the proper use and operational readiness of tactical equipment.
42*** 1. Ascertains that launcher area equipment is operationally ready.
43*** a. Conducts informal inspection of all stations in launcher area upon reporting for duty to insure that equipment is properly manned and that system checks are being carried out in accordance with existing directives.
44*** (1) Observes performance of periodic and routine launching area checks by operators, crewmen, and maintenance personnel to determine that checks are being performed in the proper manner and in the prescribed sequence.
45** (2) Checks launching area check lists to determine that checks have been performed and that the lists are being kept up to date and signs system log check sheets as having been checked.

Activity No. and Rating	Job Description
46***	(3) Performs occasional routine launching area check and compares results with data indicated on check sheets to insure that records are accurate.
47***	b. Supervises the operation and maintenance of all engineer equipment in the launcher area (compressors, diesel power generators, and underground structures).
48**	c. Assists the missile materiel assistant in coordinating the activities of the missile assembly section.
49**	(1) Checks condition of fuel, oxidizer, and starting mix periodically, and quantity of fuel, etc., on hand.
50***	(2) Serves as safety officer during fueling and arming or defueling and disarming of missiles.
51***	2. Takes action to insure that the launcher area equipment is operational in accordance with existing directives.
52***	a. Receives reports from maintenance personnel on status of equipment, including malfunction and action taken to return equipment to operational basis.
53**	b. Assists the missile materiel assistant in coordinating the activities of the maintenance section.
54*	(1) Expedites action on job orders and parts requisitions to facilitate repair of equipment.
55*	(a) Checks to insure that Technical Service Work Order (Form 811) is submitted to battery commander.
56*	(b) Checks to insure that initial copy of Issue Slip (Form 446) is submitted to battery supply clerk.
57*	(2) Checks to see that battery supply clerk is furnished with a copy of Turn-in Voucher (Form 447) and accountable item needing replacement.
58*	3. Acts to insure completion of records pertinent to operation of tactical equipment.
59*	a. Insures that the portion of the battery commander's log book concerning launcher area operation is kept up to date.
60*	b. Completes that portion of Status of Defense (SOD) Reports dealing with status of equipment in the launcher area.

III. The launcher platoon leader is responsible for insuring the fulfillment of the platoon mission during drills and alerts.

A. Is responsible for serving as launcher control officer (LCO).

Activity No.
and
Rating

Job Description

1. Supervises the following activities in the launching area using FM 44-80 and TM-1, USARADCOM, as a guide.
- 61*** a. Placing launching equipment in operation and examining its functioning.
- 62*** b. Confirming that periodic and routine checks have been completed.
- 63*** 2. Insures that the launcher platoon carries out procedures required by being placed in YELLOW status.
- a. Hears alarm or is notified by LC console operator.
 - b. Goes to LC van and sees YELLOW light.
 - c. Gets condition readiness report from LC console operator.
 - d. Puts on headset for command and tech loop (by TOGGLE switch) at LCO table.
 - e. May switch to tech loop and get on-duty reports from section panel operators.
 - f. May inform section panel operators of condition readiness at this time or after announcement from battery control officer (BCO). Receives rogers.
 - g. Switches to command loop and reports "Launching area on duty" to BCO.
 - h. Receives and rogers alert status announcement (if given) from BCO.
 - i. Informs section panel operators of condition of readiness at this time if not done previously.
 - j. May switch to tech loop and hear missile track radar (MTR) operator request test responder.
 - k. Supervises LC console operator in COMMAND CALIBRATE or performs personally.
 - l. Receives and rogers YELLOW status checks complete from LC console operator in person.
 - m. Receives and rogers section prepared report from section panel operators.
 - n. Reports "Launcher area YELLOW status checks complete" to BCO on command loop.
 - o. Stays in command loop for next status announcement.
- 64*** 3. Monitors platoon activities in conforming to requirements for BLUE status.
- a. Receives and rogers BLUE status announcement.
 - b. Notifies sections of BLUE status and receives rogers on tech loop.
 - c. Receives and rogers on-deck announcement from BCO on command loop.
 - d. Orders LC console operator to place all sections on deck.

Activity No.
and
Rating

Job Description

- e. Announces to section panel operators, "Section on deck," and receives rogers on tech loop.
 - f. Receives and rogers BLUE status checks complete from LC console operator.
 - g. Receives and rogers section ready reports.
 - h. Reports to BCO, "Launcher area BLUE status checks complete."
 - i. Stays in command loop to await new alert status announcement.
- 65*** 4. Insures completion of RED status procedures.
- a. Receives and rogers RED status announcement on command loop and sees RED light.
 - b. Announces RED status to section panel operators on tech loop.
 - c. Insures that LC console operator selects section.
 - d. If MISSILE REJECT light changes from GREEN to RED, insures that LC console operator selects another section.
 - e. Receives and rogers RED status checks complete from LC console operator.
 - f. Observes FIRE, LAUNCH ORDER, and MISSILE-AWAY lights change from AMBER to GREEN.
 - g. Insures that the LC console operator selects section.
- 66*** 5. Implements emergency procedures if communication is disrupted between the battery control area and the launching area.
- a. During BLUE status:
 - (1) Relays the command on-deck received from BCO.
 - (2) Makes certain that the equipment is ready for RED status.
 - b. During RED status:
 - (1) Observes the indicators in the LC console.
 - (2) Designates the section to fire.
 - (3) Reports any abnormal indications to the BCO over the command loop. If communication is disrupted, initiates emergency firing procedures.
 - (4) Continues to monitor the LC console.
6. Supervises platoon activities in post-engagement housekeeping.
- 67*** a. Returns the launching platoon to its proper alert status as indicated by conditions and SOP.
- 68*** b. Takes such action as is required to keep launching personnel and equipment in combat readiness.
- 69* c. Prepares After-Action Reports.

Activity No. and Rating	Job Description
70*** B. Oversees preparation of launcher platoon for participation in Annual Service Practice at Red Canyon Range Camp (RCRC) and supervises activities during ASP.
71*** 1. Organizes ASP firing crew.
72* a. Selects from total platoon complement those men who meet the time requirements established by USARADCOM.
73** b. Confers with maintenance materiel assistant and platoon sergeant and selects those men who are judged to be most competent.
74*** 2. Conducts ASP exercises on site in accordance with procedures prescribed by USARADCOM.
75** 3. Supervises checkout by his team of launching area equipment at Red Canyon Range Camp and signs receipt only if acceptable. (Nonacceptable equipment is the responsibility of permanent personnel at RCRC.)
76*** 4. Directs his firing team in tests prescribed in USARADCOM TM-1, 1957.
77*** 5. Serves as launching control officer (See section on LCO).
78** 6. Supervises team activities in returning equipment to stand-by status and is released from responsibility for equipment.
IV. The launcher platoon leader insures optimally effective platoon performance by acting to maintain morale and discipline at a satisfactory level and by insuring that platoon housekeeping meets standards of sanitation, health, and military requirements.	
79* A. Keeps troops informed of current events and tactical situations through the use of informal visits and discussions in vans and barracks.
80** B. Makes recommendations to the battery commander for promotions of platoon personnel as the situation warrants after receiving recommendations from subordinates.
81** C. Insures that living conditions for the platoon personnel are satisfactory.
82** 1. Conducts periodic inspections of barracks, buildings, and grounds to insure that housekeeping meets required standarus of orderliness and cleanliness.
83* 2. Acts to insure that troops are as comfortably housed as the local situation permits.

Activity No. and Rating	Job Description
84*	3. Acts to improve convenience and attractiveness of living quarters occupied by platoon personnel.
85***	D. Recommends appropriate disciplinary actions for poor performance of duties and minor infractions of discipline.
86***	1. Obtains facts concerning alleged breach of discipline.
87***	2. Recommends or takes appropriate disciplinary action if infraction warrants.
88**	a. Recommends or directs restriction of pass privileges.
89*	b. Recommends or assigns extra training details.
90**	c. Recommends to battery commander company punishment under AR 15, Universal Code of Military Justice.
91**	3. Insures that corrective follow-up action is taken as deemed necessary.
92***	E. Oversees preparation of the platoon for inspections by higher headquarters.
93**	F. Assists battery commander in inspection of the platoon area, personnel, and equipment.
94***	G. Insures that proper security measures are enforced in the platoon area.
V. The launcher platoon leader is responsible for insuring the availability of an adequate supply of authorized replacement parts, the accuracy of the platoon's stock record account, and the conformance of platoon supply procedures to appropriate regulations.	
95**	A. Acts to confirm that the stock record account is accurate and that supply procedures conform to appropriate regulations.
96**	1. Checks with platoon warrant officer to verify the correctness of requisitioning, work orders, and property disposal procedures.
97**	2. Verifies through occasional checks that the stock record account is accurate and conforms to appropriate regulations.
98*	a. Verifies the correctness of identification, authorization, and location data entered on stock record cards.
99*	b. Verifies the accuracy of balances on hand and on requisition against inventory count and requisition file.
100*	3. Verifies through occasional checks that supplies on hand are warehoused in accordance with appropriate regulations.

Activity No. and Rating	Job Description
101* a. Checks that storage bins and shelves are numbered as prescribed by appropriate regulations.
102* b. Checks compliance with standard operating procedures covering storage of specific items.
103** c. Inspects items on hand to verify that they meet serviceability standards.
104** B. Acts to insure the availability of an adequate supply of authorized replacement parts by checking with platoon warrant officer and making occasional checks.
105** 1. Verifies that requisitions are promptly prepared when the supply on hand falls below the authorized reorder point.
106** 2. Verifies that work order requests for repairable nonexpendable parts are promptly prepared.
107*** 3. Verifies that action has been taken to have needed items emergency requisitioned when normal requisitioning procedures fail to meet requirements.
108** 4. Verifies that the stock record account is analyzed to determine the cause of supply failure when the supply of stock on hand fails to meet the demand.
109** C. Insures that all personnel of his unit are properly instructed in the care and maintenance of public property and in all principles of supply economy.
110** D. Ascertains and reports to the battery commander all cases and facts surrounding property loss through neglect, abuse, etc., for establishment and determination of pecuniary liability through the Statement of Charges or Report of Survey.
111* E. Insures that a current list is maintained on items lost or destroyed through normal operations (not as a result of the fault or neglect of anyone concerned) to insure that these supplies are accounted for on regular operational droppage reports.

VI. The launcher platoon leader performs the duties of one or more of the following positions:

A. Serves as battery athletics and recreation officer.

- | | |
|------|------------------------------------------------------------------------------------------------------------------------------------------------|
| 112* | 1. Organizes, implements, and supervises on-duty and off-duty athletics, such as physical training and individual and collective sports. |
| 113* | 2. Organizes, implements, and supervises on-duty and off-duty recreational activity, such as picnics, dances, tours, etc. |

B. Serves as battery safety officer.

Activity No. and Rating	Job Description
114**	1. Conducts safety inspections to check compliance with safety SOP's.
115**	2. Acts to insure that violations of safety SOP's are corrected.
116*	3. Conducts safety council meeting and discussion.
117*	4. Serves on the battalion safety council.
	C. Serves as battery fire marshal.
118*	1. Organizes, implements, and supervises battery fire control plan.
119**	2. Conducts inspections of battery to locate and eliminate fire hazards and check adequacy of fire control equipment and plans.
120*	3. Maintains liaison with Army and civilian fire fighting organizations for proper utilization.
121**	4. Supervises fire fighting operation in event of fire in battery.
	D. Serves as battery postal officer.
122*	1. Supervises postal activities of the battery and oversees the work of the postal clerk.
123*	2. Conducts inspections to insure that postal activities and postal records conform to Army postal regulations.
	E. Serves as battery post exchange (PX) and theater officer.
124*	1. Enforces regulations concerning the establishment and operation of on-site PX and theater.
125*	2. Audits funds of PX and theater.
126*	3. Conducts inventories of PX merchandise.
127*	4. Maintains a checking account for PX and theater funds.
128*	5. Administers salaries of PX and theater stewards.
129*	6. Supervises proper maintenance of PX and theater records.
	F. Serves as a member of courts-martial.
	G. Serves as trial counsel or assistant trial counsel.
130***	1. Prepares charge sheets and allied papers for the trial officer.
131**	2. Interviews prosecution witnesses and insures their presence at the trial.
132*	3. Acts as stenographer during trial.

Activity No.
and
Rating

Job Description

- 133** 4. Writes up trial proceedings for signature and forwarding.
- H. Serves as defense counsel or assistant defense counsel.
- 134*** 1. Prepares charge sheets and allied papers for the defense officer and assists in the preparation of the defense.
- 135** 2. Interviews defense witnesses and insures their presence at the trial.
- 136** 3. Assists in the preparation of the defense.
- I. Serves as investigating officer.
- 137*** 1. Conducts investigation to ascertain facts and circumstances connected with personnel accident, vehicular accident, report of survey, line of duty status, Article 32, etc.
- 138** 2. Prepares report stating facts and circumstances in accordance with provisions of AR 15-6 and SR 20-30-1.

U.S. Army Air Defense
Human Research Unit
Fort Bliss, Texas

NAME: _____, _____, _____
LAST FIRST MIDDLE

RANK: _____ SERIAL NUMBER: _____

TOTAL NUMBER OF MONTHS ON-SITE: _____

INDICATE THE PRIMARY DUTY ASSIGNMENTS YOU HAVE HELD SINCE ARRIVING ON-SITE AND THE NUMBER OF MONTHS IN EACH POSITION:

PRESENT PRIMARY DUTY ASSIGNMENT: _____

INITIAL PRIMARY
DUTY ASSIGNMENT: _____

OTHER PRIMARY
DUTY ASSIGNMENTS: _____

WHERE APPLICABLE, INOICATE DATES (MONTH AND YEAR) THAT YOU GRAOATEO FROM THE FOLLOWING COURSES:

OFFICER BASIC COURSE

BATTERY OFFICER COURSE

AAA _____

SAM _____

FA _____

SSM _____

PACKAGE TRAINING _____

COLLEGE: _____ MAJOR: _____

ROTC BRANCH: _____

68

The US Army Air Defense Command and the US Army Air Defense School have requested the US Army Air Defense Human Research Unit to gather information about the AAA Missile Officer Basic Course 44-A-C1B (formerly 44-O-B) and the Associate AAA Missile Battery Officer Course 44-A-3CB (formerly 44-O-2B) taught at Fort Bliss.

The US Army Air Defense Human Research Unit is making a survey to find out exactly what NIKE AJAX battery officers must do to perform their jobs. On the basis of interviews with officers serving in NIKE AJAX units and suggestions offered by Army agencies concerned with the training of officers for NIKE AJAX duty, research personnel have developed provisional job descriptions listing the activities that battery commanders, executive officers, and platoon leaders may be called upon to perform while serving in a NIKE AJAX battery. In order to complete these job descriptions, we must obtain additional information concerning the proficiency and training priority requirements for the listed activities.

When the job descriptions are completed, they will be utilized to provide the US Army Air Defense School with recommendations as to the optimal course content for preparing officers for the demands that will be placed upon them in the NIKE AJAX battery.

It is desired that you answer a questionnaire based upon the job description for your present duty assignment in a NIKE AJAX battery. Your answers to this questionnaire will provide us with the necessary information for completing the job descriptions. A list of the activities that you might be required to perform is contained in the job description booklet which accompanies this answer booklet. Each of the numbered activities in the job description requires answers to the three questions listed below.

I. What degree of importance would you normally assign to the activity in contributing to effective battery operations?

<u>Mark</u>	HIGH importance	<u>if</u>	you consider the activity to be an essential component of the job in that its performance decisively influences battery effectiveness.
	MODERATE importance		you consider the activity to be an important, but not essential, component of the job in that its performance materially, but not decisively, influences battery effectiveness.
	LOW importance		you consider the activity to be a relatively unimportant component of the job in that its performance does not materially influence battery effectiveness.

II. What degree of proficiency do you feel is normally required of the officer for satisfactory performance of the activity?

<u>Mark</u>	HIGH proficiency	<u>if</u>	you consider the activity to require comprehensive mastery of the requisite knowledges and skills so that the officer can perform the task adequately himself.
	MODERATE proficiency		you consider the activity to require over-all familiarization with the requisite knowledges and skills so that the officer knows how the task is done and can evaluate its on-going performance.
	LOW proficiency		you consider the activity to require limited familiarization with the requisite knowledges and skills so that the officer can assign the task and check that it has been completed satisfactorily.

III. What degree of priority would you normally assign to the activity in planning the subject matter content for the appropriate course taught by the US Army Air Defense School?

<u>Mark</u>	HIGH priority	<u>if</u>	you consider the activity to require comprehensive training prior to the assumption of job duties; hence, it should be considered an essential component of the course.
	MODERATE priority		you consider the activity to require familiarization training prior to the assumption of job duties; hence, it should be considered a desirable, but not essential, component of the course.
	LOW priority		you consider the activity to require little or no training prior to the assumption of job duties; hence, it should be considered a minor component of the course.

Here is an example of how you are to mark the answer booklet:

ACTIVITY

JOB DESCRIPTION

IX. -----

A. -----

00 1. Verifies the correctness of identification, authorization, and location data entered on stock record cards.

ANSWER SHEET

ACTIVITY	I Importance Level			...	II Proficiency Level			...	III Training Priority Level		
	High	Moderate	Low		High	Moderate	Low		High	Moderate	Low
00		X				X				X	

In considering the activity, "Verifies the correctness of identification, authorization, and location data entered on stock record cards," a hypothetical officer has reasoned as follows:

First, he judged this activity as being of "moderate importance," since he felt that it was important (very helpful) but not an essential component of his job.

Next, he felt that he needed only limited familiarization with the requisite knowledges and skills in order to perform the activity as required by his job, i.e., "low proficiency."

Lastly, he felt that the task required little or no training prior to assuming his job duties; hence, he rated it as "low training priority."

You will record your responses on the answer sheets provided in this booklet. The numbered spaces on the answer sheet correspond to the items in the job description which are numbered in the Activity column. Answer only the items so numbered. Remember, there should be only three X's on the answer sheet for each listed activity (one X in each division).

Perhaps, for a specific activity, you may feel that your opinion is not exactly represented by any one of the three possible responses in a given division. If this occurs, you should mark the one response that most nearly approximates your opinion.

ACTIVITY	I Importance Level			...	II Proficiency Level			...	III Training Priority Level		
	High	Moderate	Low		High	Moderate	Low		High	Moderate	Low
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
157			
158			
159			
160			
161			

Appendix F

NIKE AJAX BATTERY OFFICER JOB DESCRIPTIONS GLOSSARY

**Definitions, Use, and Connotations of Lead Verbs
for Use With Job Description Answer Booklet**

Accepts	Assumes responsibility for actions, particularly in absence of superior; receives with favor or approval, such as reports prepared by others.
Acts	Operates for another, as in assuming responsibility and authority of a superior: e.g., acts for commander in his absence. Usually in lieu of; in substitute capacity for.
Administers	Manages or directs execution, conduct, or application of; performs offices of an administrator.
Advises	Consults with, gives advice to, counsels, gives information or notice to, recommends course of action. Particularly applicable to staff and technical fields.
Aids	Assists; helps as requested, or directed, or required particularly in reaching decisions.
Analyzes	Studies parts, elements, or factors of a situation or problem in detail to determine course of action, solution, or outcome.
Ascertains	Finds out or learns from appropriate sources, examination, or test; gets to know.
Assembles	Collects or brings together people, data, or things; fits together parts of equipment.
Assigns	Appoints, prescribes, specifies, designates.
Assists	Aids; helps; supports as regular part of duties as requested, required, or initiated.
Authorizes	Permits, empowers, establishes by authority of position.
Carries out	Implies taking action on basis of orders, regulations, directives, established policies, approved plans, etc.
Certifies	Assures, makes certain, verifies, indorses authoritatively, testifies to in writing.
Checks	Reviews, controls, tests, verifies, investigates, etc., by means of checks.
Compares	Examines for likenesses or differences, e.g., compares performance as against established standards, actions taken as against regulations.
Conducts	Directs; manages; carries on, e.g., conferences, training classes, etc.; leads; guides, e.g., reconnaissance missions, troop movements, etc.
Confers	Consults; compares views; holds conferences; confers with, as in obtaining opinions, recommendations, advice.

Confirms	Makes firm or firmer, as in recording verbal order into written form; verifies and makes valid by formal assent.
Contacts	Establishes communication with. Implies close or adjacent distances.
Directs	Gives orders and instructions authoritatively, regulates and controls activities and course of, guides and manages.
Discusses	Talks with others, particularly in considering a question or problem requiring examination and debate preparatory to decision because of uncertainty and lack of precedence.
Distributes	Accomplishes actual distribution of tangible items; divides or allots among several or many, as ammunition, supplies, etc. Implies separation or spreading out of units, parts, amounts, etc., in apportioning or assigning. Compare with allocates.
Evaluates	Appraises, estimates, ascertains amount of.
Executes	Follows out or through to the end; completes; effects; performs personally; does what is provided or required, as in executing order.
Coordinates	Brings into common action with others, generally with equal ranks, not subordinates, as in coordinating attacks with adjacent units or supporting artillery, or as in coordinating staff functions to obtain a result that requires action on the part of several staff sections.
Delegates	Assigns, as responsibility and/or authority, to others (subordinates) in place of self.
Determines	Sets limits on; terminates; fixes conclusively or authoritatively; decides; comes to a decision on as a result of reasoning or investigation, e.g., determines course of action, specific policy to be followed, etc.; obtains definite and first-hand knowledge of; gives definite direction to.
Develops	Advances; furthers; unfolds more completely; evolves possibilities of; makes more available, understandable, or usable.
Explains	Makes something clear or intelligible. Implies interpretation to ensure understanding.
Files	Lays away documents, papers, etc., in a methodical manner; sets in order.
Formulates	Expresses or puts in systematized statement, as in "formulates plans, policies, procedures," etc.
Furnishes	Supplies; gives; equips, provides what is necessary, including information and answers.
Implements	Accomplishes; fulfills; adds to; completes; puts into effect, as in "implements plans and policies."
Indicates	Points out, intimates or shows indirectly, suggests proper methods of doing a thing.
Informs	Communicates knowledge of or to, acquaints, tells, enlightens, gives intelligence or information.

Initiates	Introduces by starting; begins. Implies first action to be taken up by others.
Inspects	Views closely and critically; examines officially as troops, arms, etc.
Installs	Sets up or fixes, establishes in a place.
Instructs	Imparts knowledge to methodically, teaches, informs, directs, commands, furnishes with direction.
Insures	Ensures, makes certain through appropriate controls.
Keeps	Used with "current," "up to date," "informed," "familiar with." Usually implies obligation inherent in the job to observe, study, pay due attention to, maintain latest knowledge of, continue learning of information, data, techniques, etc.
Maintains	Continues; carries on; holds and keeps in condition, especially in a state of efficiency. Particularly used with responsibility and authority.
Notifies	Informs, makes known, gives notice to.
Observes	Complies with, conforms one's action or practice to, watches, perceives, pays attention to, inspects or takes note of, ascertains through proper observation.
Obtains	Gets, procures.
Orders	Commands, gives an order to.
Organizes	Arranges; systematizes persons or things into proper places, especially in relation to each other; gives structure to; puts in proper order.
Orients	Acquaints others with existing situation, facts, or principles; gives background to.
Oversees	Supervises, superintends; inspects, examines.
Participates	Does in common with others, shares in doing as requested or as required.
Performs	Carries out or executes some action, carries on to the finish, accomplishes, achieves, effects.
Plans	Forms, devises, or projects some course of action.
Prepares	Makes ready; fits, adapts, or qualifies beforehand for a particular purpose, end, or condition, e.g., plans, services, reports, supplies, equipment, etc.
Processes	Subjects to some particular treatment, as in processing recruits, replacements, equipment, records, etc.
Receives	Accepts, gets from outside sources, gains knowledge of from some communication.
Recommends	Advises; counsels; offers or suggests course of action; commends for promotion, etc.
Refers	Sends or directs to some person or place, as for treatment, aid, decision, etc.; sends for information; directs attention to.

Regulates	Directs in accordance with regulations; brings under control of assigned authority; makes regular, uniform, methodical.
Relays	Passes on, as messages through communication system.
Removes	Transfers, especially to re-establish location of; dismisses from assignment with connotation of inefficiency.
Reports	Gives an account of; relates; tells; repeats; prepares an account of, orally or in writing; presents conclusions reached; makes, issues, or submits formal report; presents oneself, as "reports for duty."
Requests	Asks for something or some action desired.
Schedules	May be used for upward command channel. Designates fixed times for accomplishment of, as training programs, mail deliveries, courier service, etc.; assigns for a fixed time in the future, as rotations schedules, use of units in combat, etc.
Sees to it	Takes care or assures that. Generally in sense of supervising accomplishment of or applying controls to.
Selects	Chooses, picks out, takes by preference from among others.
Serves	Assigned to a duty position, as in "serves as adjutant," "serves on gun crew."
Stores	Furnishes or provides, particularly for a future time or need; accumulates; deposits, as in warehouse or depot.
Submits	Refers; offers or puts forward as an opinion; defers to the opinion or authority of another, as in "submits reports or recommendations for approval."
Superintends	Directs, primarily from records and reports, through intermediate supervisors.
Supervises	Oversees. Implies giving direct orders and instructions followed up by personal observation of activities of subordinates.
Verifies	Proves, confirms, substantiates, authenticates, checks or tests the accuracy or exactness of.